

Meet  
SBA 100  
page 35



PAGE 12 Counseling

PAGE 22 Capital

PAGE 36 Contracting

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# contents

2012 NEW JERSEY

## FEATURES

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>6</b> <b>Introduction</b></p> <p>6 Administrator's Letter</p> <p>8 Regional Administrator's Letter</p> <p>10 Director's Message</p><br><p><b>12</b> <b>Counseling</b></p> <p>Getting help to start up, market and manage your business.</p> <p>12 SBA Resource Partners</p> <p>18 SBA's Online Tools and Training</p> <p>18 Reaching Underserved Communities</p> <p>20 Are You Right for Small Business Ownership?</p> <p>21 Writing a Business Plan</p><br><p><b>22</b> <b>Capital</b></p> <p>Financing options to start or grow your business.</p> <p>22 SBA Business Loans</p> <p>24 What to Take to the Lender</p> <p>30 Small Business Investment Company Program</p> <p>31 Small Business Innovation Research Program</p> <p>31 Small Business Technology Transfer Program</p> <p>32 Surety Bond Guarantee Program</p> | <p><b>32</b> <b>Lender Listing</b></p> <p>33 SBA Loan Program Chart</p><br><p><b>35</b> <b>Meet the SBA 100</b></p><br><p><b>36</b> <b>Contracting</b></p> <p>Applying for Government Contracts.</p> <p>36 How Government Contracting Works</p> <p>37 SBA Contracting Programs</p> <p>39 Getting Started in Contracting</p><br><p><b>40</b> <b>Disaster</b></p> <p>Knowing the types of assistance available for recovery.</p><br><p><b>41</b> <b>Advocacy and Ombudsman</b></p> <p>Watching out for small business interests.</p><br><p><b>42</b> <b>Additional Resources</b></p> <p>Taking care of start up logistics.</p> <p>47 Business Organization: Choosing your Structure</p><br><p><b>48</b> <b>Other Assistance</b></p> |
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## FROM THE ADMINISTRATOR



2011 was a record year for the SBA. We helped over 60,000 small businesses secure over \$30 billion in lending through our flagship 7(a) and 504 programs – an all-time record. We also worked with private-sector partners to drive a record

amount of capital (\$2.8 billion) into the hands of over 1,000 high-growth businesses through Small Business Investment Companies.

As we entered 2012, the President signed a six-year extension of the Small Business Innovation Research program which supports small R&D companies that drive innovation and game-changing technologies to keep America on the cutting edge. We also continue to streamline the paperwork on SBA loans in order to help more lending partners and their small-business customers.

You can check out all of these programs in this guide. Also, be sure to take a look at all of the SBA's 2011 accomplishments in the last few pages.

As our economy continues to strengthen in 2012, the Obama Administration is focused on making sure that entrepreneurs and small business owners have the tools they need to grow and create jobs. After all, half of working Americans either own or work for a small business, and two of every three new jobs are created by small businesses.

Finally, check out our online tools. For example, at [www.sba.gov/direct](http://www.sba.gov/direct) you can type in your zip code and a few details about your business, and you'll immediately get connected to SBA resources in your local area.

America's small businesses are gearing up to lead our nation's economic recovery and create the jobs we need now. Please feel free to contact your local SBA office if you have any questions. We stand ready to help in whatever way we can.

Sincerely,

**Karen G. Mills**  
Administrator  
Small Business Administration

## About the SBA

[www.sba.gov](http://www.sba.gov)

### Your Small Business Resource

*Every year, the U.S. Small Business Administration and its nationwide network of partners help millions of potential and current small business owners start, grow and succeed.*

*Resources and programs targeting small businesses provide an advantage necessary to help small businesses compete effectively in the marketplace and strengthen the overall U.S. economy.*

**SBA offers help in the following areas:**

- Counseling
- Capital

- Contracting
- Disaster Assistance
- Advocacy and the Ombudsman

*Visit SBA online at [www.sba.gov](http://www.sba.gov) for 24/7 access to small business news, information and training for entrepreneurs.*

*All SBA programs and services are provided on a nondiscriminatory basis.*

# TRUST YOUR SMALL BUSINESS' BORROWING NEEDS TO THE BEST!



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## FROM THE REGIONAL ADMINISTRATOR



### ***Message From The Regional Administrator***

Greetings!

The Small Business Administration (SBA) has many programs and services available to business owners and entrepreneurs. This resource guide is a perfect example. It highlights the tools SBA has to help you start or build your business, create jobs and drive our economy forward. The resource guide outlines how the SBA works to accomplish its mission through the “three Cs” - capital, contracts, and counseling. Over the past two years, we’ve been working very hard in all three areas.

At the SBA, we know that two out of every three jobs created in America come from small businesses, and more than half of all working Americans either own or work for a small business. The SBA is committed to President Barack Obama’s mandate to “Startup America” by helping small businesses start, grow and succeed.

The President has taken important steps to assist small business owners and the hard working people they employ by reducing taxes, encouraging investment, and removing obstacles to growth. Karen Mills, as Administrator of the SBA, embraces the President’s small business agenda, recognizes the challenges entrepreneurs face, and understands the importance of small business as the engine of our economy.

In fact, from the Affordable Care Act to the American Recovery and Reinvestment Act and the

Small Business Jobs Act, we have recently seen the most significant small business legislation in over a decade.

Through the Recovery Act and the Small Business Jobs Act, SBA helped put more than \$42 billion in lending support in the hands of small business owners. Through a network of 14,000 SBA-affiliated counselors, every day thousands of small businesses receive assistance with everything from creating a startup to succession planning. The SBA also works to insure that small businesses earn their fair share of federal contracts through SBA’s business development and certification programs.

I believe it is our entrepreneurs and small business owners that will drive America’s ability to innovate and stay competitive across the globe. If you have any questions or want additional information, please visit our website, call us, or pay a visit to your local district office. We are ready to help in any way possible.

**Warm regards,**

A stylized, handwritten signature in dark ink, appearing to read 'Jorge Silva-Puras'.

**Jorge Silva-Puras**

*Regional Administrator*

*U.S. Small Business Administration, Region II*





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## The SBA Can Help Make Your Small Business Dreams A Reality

Welcome to the 2012 edition of the New Jersey Small Business Resource Guide.

This year marks the 15th edition of this guide, which has proven to be an invaluable lifeline and resource for existing and aspiring entrepreneurs interested in pursuing their dream. Throughout the guide you will find a wealth of information on starting and growing a business in New Jersey.

You will learn where to find state and federal government licensing agencies, as well as financing alternatives and federal contracting programs. In addition, you will gain access to our valuable resource partners such as SCORE, Small Business Development Centers (SBDCs) and Women's Business Centers (WBCs) all ready to provide you with expert business counseling and training to help you succeed.

Each day our economy continues to show positive signs of growth. By extending enhancements first enacted under the Recovery Act, and permanently increasing SBA loan limits, the Jobs Act has enabled us to provide entrepreneurs with expanded access to much needed capital to meet their small business needs. Of course, none of this would be possible

without the support and dedication of our resource partners, participating lenders and other strategic business alliances. In fiscal year 2011, the New Jersey District Office approved \$678 million in loans, 49 percent more dollars than fiscal year 2010.

New Jersey's small businesses are key to the state's well-being. They account for a significant share of the state's economic production and job creation. No matter the economic conditions, small business owners and entrepreneurs find a way to rise to the occasion. We hope this Resource Guide continues to be a source for you to draw from in your pursuit of the American dream.

As you prepare to meet the everyday challenges of entrepreneurship, know that the SBA is there to help you along your journey to success.

Sincerely,

**Alfred J. Titone**

*District Director of  
SBA's New Jersey District Office*

### We Welcome Your Questions

For extra copies of this publication or questions please contact:

New Jersey District Office  
Two Gateway Center, Suite 1501  
Newark, NJ 07102

Tel: 973-645-2434 Fax: 973-645-6265  
TDD: 973-645-4653

Website: [www.sba.gov/nj](http://www.sba.gov/nj)



# Doing Business in New Jersey

■ The SBA helps business owners grow and expand their businesses every day.



## THE NEW JERSEY DISTRICT OFFICE

The New Jersey District Office is responsible for the delivery of SBA's many programs and services. The District Office is located at Two Gateway Center, Suite 1501, Newark, NJ 07102. Office hours are from 8:00 AM until 4:30 PM, Monday through Friday.

## CONTACTING THE NEW JERSEY DISTRICT OFFICE

For program and service information, please contact Ursula Sanders at 973-645-2530 or e-mail [ursula.sanders@sba.gov](mailto:ursula.sanders@sba.gov). For information on financing, please contact William Boone at 973-645-2179 or e-mail: [william.boone@sba.gov](mailto:william.boone@sba.gov).

## SERVICES AVAILABLE

Financial assistance for new or existing businesses through guaranteed loans made by area bank and non-bank lenders.

Free counseling, advice and information on starting, better operating or expanding a small business through SCORE - Counselors to America's Small Business, Small Business Development Centers (SBDC) and Women's Business Centers (WBC). They also conduct training events throughout the district - some require a nominal registration fee.

Assistance to businesses owned and controlled by socially and economically disadvantaged individuals through the (8a) Business Development Program.

A Women's Business Ownership Representative is available to assist women business owners. Please contact Edward Haddock at 973-645-3968 or e-mail: [edward.haddock@sba.gov](mailto:edward.haddock@sba.gov).

Special loan programs are available for businesses involved in international trade.

A Veterans Affairs Officer is available to assist veterans. Please contact Edward Haddock at 973-645-3968 or e-mail: [edward.haddock@sba.gov](mailto:edward.haddock@sba.gov).



## SUCCESS STORY



**Jim Brennan**  
Sea Box, Inc.  
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Cinnaminson, NJ 08077-1910  
Phone: 856.303.1101  
Fax: 856.303.1501  
[www.seabox.com](http://www.seabox.com)

Jim Brennan just can't help himself from thinking outside the box. For Brennan, the president and owner of Sea Box, Inc., a Cinnaminson-based manufacturer of International Organization for Standardization (ISO) shipping and cargo containers for commercial and military applications, the fun is taking those ideas and putting them into the very containers the company manufactures.

While traditional containers carry cargo throughout the world's sea and land transportation systems, Sea Box also modifies containers into housing units, kitchens, offices, machine shops, medical units and an extraordinary variety of evolving and novel applications representing solutions meeting virtually any customer requirement. Brennan started his career working for

a company leasing trailers and shipping containers. In 1982, when the economy was slumping, Brennan found himself unemployed. And so he started Sea Box, Inc. in February of 1983. "My motivation was simple," said Brennan, "I needed to generate income and I needed to do it fast. I knew the container business; there was a comfort level and I took a chance."

Initially, he was buying and selling used containers to exporters. In a little over a year he saved up enough money to buy tools and hire staff. As the export market began to dwindle in the late 80's, Brennan found that customers were asking him to make modifications to the containers. "I just like saying yes to the customer," said Brennan. "I have an engineering background and I like the challenge of meeting our customers' needs."

Brennan recalled when the U.S. Army called him on a weekend looking to get 300 shipping containers delivered to Fort Riley, Kansas by the following week. The containers were needed to move equipment in support of the Gulf War. Not one to say no to a customer, he worked the phones and his contacts and placed bids on containers in 36 cities, hired 150 drivers and delivered the containers on time.

"That's when I realized the focus of the company had to change," said Brennan. "We began to get into the manufacturing of the containers so that we could meet the demands of our customers." As a result of his tinkering with containers Brennan has 25 registered patents and another 50 pending.

A big break for the company came in 2004, when Sea Box received a \$435 million requirements contract from the Department of Defense to provide as many as 138,000 steel containers. But Brennan is quick to point out the help he has received from the U.S. Small Business Administration. In 1995, the company received a \$475,000 SBA-backed loan from Royal American Bank. The loan was used for working capital to help grow the business. Within five years Brennan paid the loan off.

Sea Box continued to grow and began to explore additional government contracting opportunities. But along the way, there was a bump in the road. Brennan and his staff were frustrated in their attempt as a small business in an industry otherwise dominated by large and large, foreign companies to sell containers to the military - and they needed a strong voice of advocacy for small business. That's when

continued on page 45

# COUNSELING

## Getting Help to Start Up, Market and Manage Your Business



**E**very year, the U.S. Small Business Administration and its nationwide network of resource partners help millions of potential and existing small business owners start, grow and succeed.

Whether your target market is global or just your neighborhood, the SBA and its resource partners can help at every stage of turning your entrepreneurial dream into a thriving business.

If you're just starting, the SBA and its resources can help you with loans and business management skills. If you're already in business, you can use the SBA's resources to help manage and expand your business, obtain government contracts, recover from disaster, find foreign markets, and make your voice heard in the federal government.

You can access SBA information online 24 hours a day at [www.sba.gov](http://www.sba.gov) or visit one of our local offices for assistance.

### SBA'S RESOURCE PARTNERS

In addition to our district offices which serve every state and territory, SBA works with a variety of local resource partners to meet your small business needs. These professionals can help with writing a formal business plan, locating sources of financial assistance, managing and expanding your business, finding opportunities to sell your goods or services to the government, and recovering from disaster. To find your local district office or SBA resource partner, visit [www.sba.gov/sba-direct](http://www.sba.gov/sba-direct).

### SCORE

SCORE is a national network of over 14,000 entrepreneurs, business leaders and executives who volunteer as mentors to America's small businesses. SCORE leverages decades of experience from seasoned business professionals to help small businesses start, grow companies and create jobs in local communities. SCORE does this by harnessing the passion and knowledge of individuals who have owned and managed their own businesses and want to share this "real world" expertise with you.

Found in more than 370 offices and 800 locations throughout the country, SCORE provides key services – both face-to-face and online – to busy entrepreneurs who are just getting started or in need of a seasoned business professional as a sounding board for their existing business. As members of your community, SCORE mentors understand local business licensing rules, economic conditions and important networks. SCORE can help you as they have done for more than 9 million clients by:

- Matching your specific needs with a business mentor
- Traveling to your place of business for an on-site evaluation

- Teaming with several SCORE mentors to provide you with tailored assistance in a number of business areas

Across the country, SCORE offers nearly 7,000 local business training workshops and seminars ranging in topic and scope depending on the needs of the local business community such as offering an introduction to the fundamentals of a business plan, managing cash flow and marketing your business. For established businesses, SCORE offers more in-depth training in areas like customer service, hiring practices and home-based businesses.

For around-the-clock business advice and information on the latest trends go to the SCORE website ([www.score.org](http://www.score.org)). More than 1,500 online mentors with over 800 business skill sets answer your questions about starting and running a business. In fiscal year 2011, SCORE mentors served 400,000 entrepreneurs.

For information on SCORE and to get your own business mentor, visit [www.sba.gov/score](http://www.sba.gov/score), go to [www.SCORE.org](http://www.SCORE.org) or call 1-800-624-0245 for the SCORE office nearest you.

**NOTE:** Counseling at all locations except Two Gateway Center, Newark is by appointment only.

#### ATLANTIC COUNTY – Chapter 687

1501 S. New Rd.  
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### ON THE UPSIDE

*It's true, there are a lot of reasons not to start your own business. But for the right person, the advantages of business ownership far outweigh the risks.*

- You get to be your own boss.
- Hard work and long hours directly benefit you, rather than increasing profits for someone else.
- Earnings and growth potential are unlimited.
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See Burlington County

**CAPE MAY COUNTY – Chapter 687**

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**North Essex Chamber of Commerce**

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**GLOUCESTER COUNTY – Chapter 254**

See Burlington County

**HUDSON COUNTY – Chapter 15**

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 30 Montgomery St.  
 Jersey City, NJ 07302  
 201-333-7797 ext. 12  
 Mon. & Wed. 9:00 am – 2:00 pm  
 By appointment only

**Secaucus Free Public Library and Business Resource Center**

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 Secaucus, NJ 07094  
 201-330-2083  
 Tuesdays & Wednesdays 9:30 am – 2:00 pm

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**West New York Public Library**

425 60th St.  
West New York, NJ 07093  
201-295-5135  
Wednesdays By appointment only

**North Bergen Free Public Library**

8411 Bergenline Ave.  
North Bergen, NJ 07047  
201-869-4715  
By appointment only

**Jersey City Public Library**

Five Corners Branch  
678 Newark Ave.  
Jersey City, NJ 07308  
201-547-4533  
By appointment only

**Save Latin America**

3510 Bergenline Ave.  
Union City, NJ 07087  
201-223-5102  
By appointment only

**HUNTERDON COUNTY – Chapter 14**

Peapack – Gladstone Bank  
189 Center St.  
Clinton, NJ 08809  
908-526-1200 ext. 8235  
1st & 3rd Thurs. 7:00 pm – 8:00 pm

**MERCER COUNTY – Chapter 631**

Princeton Public Library  
65 Witherspoon St.  
Princeton, NJ 08542  
609-393-0505  
Mon. and Thurs. 6:00 pm – 9:00 pm  
Wed. and Friday 10:00 am – 1:00 pm  
www.scoreprinceton.org

**Urban Business Accelerator**

354 S. Broad St.  
Trenton, NJ 08608  
609-393-0505  
2nd & 4th Tues. 10:00am – 1:00pm

**MIDDLESEX COUNTY – Chapter 14**

Columbia Bank  
389 Rte. 18 S.  
East Brunswick, NJ 08816  
732-432-7171  
2nd Wednesday 10:00 am – 11:00 am  
4th Thursday 6:00 pm – 7:00 pm

**Columbia Bank at Raritan Center**

60 Raritan Center Pkwy.  
Edison, NJ 08837  
732-346-1090  
1st Thursday each month  
10:00am – 11:00am  
3rd Thursday 1:00 pm – 2:00 pm

**Wachovia Bank**

775 Georges Rd.  
North Brunswick, NJ  
732-247-7101  
3rd Tuesday 10:00 am – 11:00 am  
4th Tuesday 1:00 pm – 2:00 pm

**MIDDLESEX COUNTY – Chapter 631**

South Brunswick Public Library  
110 Kingston Ln.  
Monmouth Junction, NJ 08852  
609-393-0505  
2nd & 4th Mondays 6:00 pm – 9:00 pm  
Alternate Wednesday 5:45 pm – 8:45 pm

**PNC Bank**

555 Cranbury Rd.  
East Brunswick, NJ 08816  
609-393-0505  
2nd & 4th Wednesdays 9:30 am – 12:30 pm

**Magyar Bank**

400 Somerset St.  
New Brunswick, NJ 08901  
609-393-0505  
1st & 3rd Tuesdays 11:00 am – 2:00 pm

**MONMOUTH COUNTY – Chapter 36**

Brookdale Community College  
765 Newman Springs Rd.  
Lincroft, NJ 07738  
732-224-2573  
Wednesday 10:00 – Noon  
By appointment only  
info@score36.org  
www.score36.org

**Monmouth County Library – Headquarters**

125 Symmes Dr.  
Manalapan, NJ 07726  
732-431-7242  
Tuesdays 2:00 pm – 3:00 pm  
Thursdays 6:30 pm – 7:30 pm

**Monmouth County Library**

Eastern Branch – 1001 Route 35  
Shrewsbury, NJ 07702-4398  
732-683-8980 or 866-941-8188 Toll Free  
Tues. 7:00 pm – 8:00 pm  
Thurs. 7:00 pm – 8:00pm

**Monmouth County Library-Wall**

2700 Allaire Rd.  
Wall, NJ 07719  
732-449-8877  
1st & 4th Monday 7:00 pm – 8:00 pm

**Greater Monmouth Chamber of Commerce**

Pinho Professional Center  
57 Schnack Rd., Ste. C-3  
Freehold, NJ 07728  
732-462-3030  
Thursday 2:00 pm – 3:00 pm

**Middletown Township Public Library**

55 New Monmouth Rd.  
Middletown, NJ 07748  
732-671-3700 ext. 320 or 321  
Wednesday 7:00 pm – 8:00 pm

**Eastern Monmouth Chamber of Commerce**

47 Reckless Place, Ste. 1  
Red Bank, NJ 07701  
732-741-0055  
Alternate Thursdays 2:00 pm – 3:00 pm

**MORRIS COUNTY – Chapter 24**

Morris County Chamber of Commerce  
325 Columbia Turnpike, Ste. 101  
Florham Park, NJ 07932  
973-442-6400  
Monday 9:00 am – 11 am  
www.njscore24.org

**County College of Morris**

214 Center Grove Rd.  
Henderson Hall, Rm. 109  
Randolph, NJ 07869  
973-328-5187  
Thursday 9:00 am – Noon

**County College of Morris**

30 Schuyler Place, Ste. 220  
Morristown, NJ 07960  
973-328-5530  
Tuesday 9:00 am – Noon  
Tuesday 6:00 pm – 8:00 pm  
By appointment only

**OCEAN COUNTY – Chapter 150**

Toms River Municipal Bldg.  
33 Washington St.  
Toms River, NJ 08753  
732-505-6033 or 609-494-7600  
Tuesday, Wednesday & Thursday  
10:00 am – Noon  
Tuesday & Thursday 6:30 pm – 8:30 pm  
www.oceancountyscore.org

**Southern Ocean County Chamber of Commerce**

265 W. Ninth St.  
Ship Bottom, NJ 08008  
609-494-7211  
Thursday 10:00 am – Noon

**Ocean County Library**

Stafford Branch  
129 N. Main St.  
Manahawkin, NJ 08050  
732-505-6033 or 609-494-7600  
Tuesday 10:00 am – Noon

**Lakewood Library**

301 Lexington Ave.  
Lakewood, NJ 08701  
732-505-6033  
By appointment only

**PASSAIC COUNTY – Chapter 15**

Clifton Public Library  
292 Piaget Ave.  
Clifton, NJ 07011  
973-772-5500  
By appointment only

**SALEM COUNTY**

See Burlington County

**SOMERSET COUNTY – Chapter 14**

Raritan Valley Community College  
Rte. 28 & 118 Lamington Rd.  
North Branch, NJ 08876  
908-526-1200 ext 8235  
Every Tuesday 7:00 pm – 8:00 pm  
2nd Saturday 10:00 am – 11:00 am  
www.scorechapter14.org



**The Township of Hillsborough Municipal Building**

379 South Branch Rd.  
Hillsborough, NJ  
908-369-4313 ext 106  
2nd Thursday 1:00 pm – 2:00 pm  
4th Thursday 7:00 pm – 8:00 pm

**PNC Bank**

675 Franklin Blvd.  
Somerset, NJ 08875  
732-745-5050  
1st Wednesday 1:00 pm – 2:00 pm  
2nd Thursday 10:00 am – 11:00 am

**Peapack – Gladstone Bank**

The Hills  
468 Rte. 202/206  
Pluckemin, NJ 07921  
908-526-1200 ext. 8235  
Every Wednesday 1:00 pm – 2:00 pm

**Wells Fargo Bank**

439 Elizabeth Ave.  
Somerset, NJ 08873  
908-526-1200 ext. 8235  
3rd Wednesday 1:00 pm – 2:00 pm  
4th Thursday 10:00 am – 11:00 am

**SUSSEX COUNTY – Chapter 24**

Sussex County Community College  
Bldg. E, Rm. 307  
1 College Hill Rd.  
Newton, NJ 07860  
973-300-2140  
1st & 3rd Monday 9:15 am-12:15 pm  
2nd & 4th Tuesday 6:30 pm-8:30 pm

**UNION COUNTY – Chapter 15**

Union Township Chamber of Commerce  
355 Chestnut St.  
Union, NJ 07083  
908-688-2777  
Tuesday 9:00 am – Noon  
By appointment only

**Greater Elizabeth Chamber of Commerce**

Independence Community Bank  
456 N. Broad St.  
Elizabeth, NJ 07208  
908-355-7600  
Tuesday by appointment

**Plainfield Public Library**

8th St. at Park Ave.  
Plainfield, NJ 07060-2517  
908-757-1111 ext. 144  
Wednesday 11:00 am-1:00 pm  
By appointment only

**Westfield Area Chamber of Commerce**

105 Elm St.  
Westfield, NJ 07091  
908-233-3021  
Tuesday 9:00 am – Noon  
By appointment only

**Rahway Public Library**

2 City Hall Plaza  
Rahway, NJ 07065  
732-340-1551  
By appointment only

**TD Bank Cranford**

465 South Ave.  
Cranford, NJ 07016  
908-668-1865  
By appointment only

**TD Bank New Providence**

80 South Ave.  
New Providence, NJ 07974  
908-668-1865  
By appointment only

**WARREN COUNTY – Chapter 14**

See Somerset County

**SMALL BUSINESS  
DEVELOPMENT CENTERS**

The U.S. Small Business Administration's (SBA) Small Business Development Center (SBDC) program's mission is to build, sustain, and promote small business development and enhance local economies by creating businesses and jobs. This is accomplished by the provision and ensuing oversight of grants to colleges, universities and state governments so that they may provide business advice and training to existing and potential small businesses.

The Small Business Development Center (SBDC) program, vital to SBA's entrepreneurial outreach, has been providing service to small businesses for more than 30 years. It is one of the largest professional small business management and technical assistance networks in the nation. With over 900 locations across the country, SBDCs offer free one-on-one expert business advice and low-cost training by qualified small business professionals to existing and future entrepreneurs.

In addition to its core services, the SBDC program offers special focus areas such as, green business technology, disaster recovery and preparedness, international trade assistance, veteran's assistance, technology transfer and regulatory compliance.

The program combines a unique mix of federal, state and private sector resources to provide, in every state and territory, the foundation for the economic growth of small businesses. The return on investment is demonstrated by the program during 2011:

- Assisted more than 13,660 entrepreneurs to start new businesses – equating to 37 new business starts per day.



**Cooperative Business  
Assistance Corporation**

*#1 SBA MICRO LOAN LENDER*

*A Beacon for Business*

328 Market Street Camden, New Jersey 08102  
(856) 966-8181 Fax: (856) 966-0036 / info@cbaclenders.com

**SBA Microloan / SBA 504 / Technical Assistance**

- Provided counseling services to over 106,000 emerging entrepreneurs and nearly 100,000 existing businesses.
- Provided training services to approximately 353,000 clients.

The efficacy of the SBDC program has been validated by a nationwide impact study. Of the clients surveyed, more than 80 percent reported that the business assistance they received from the SBDC counselor was worthwhile. Similarly, more than 50 percent reported that SBDC guidance was beneficial in making the decision to start a business. More than 40 percent of long-term clients, those receiving 5 hours or more of counseling, reported an increase in sales and 38 percent reported an increase in profit margins.

For information on the SBDC program, visit [www.sba.gov/sbdc](http://www.sba.gov/sbdc).

#### **ATLANTIC COUNTY**

##### **The NJ Small Business Development Center at the Richard Stockton College of New Jersey**

Carnegie Library Center  
35 So. Dr. Martin Luther King Blvd.  
Atlantic City, NJ 08401  
609-347-2174

#### **BERGEN COUNTY**

##### **Bergen Small Business Development Center**

Ciarco Learning Center  
355 Main St., Rm. 121  
Hackensack, NJ 07601  
201-489-8670  
[www.bergen.edu/sbdc](http://www.bergen.edu/sbdc)

##### **Affiliate Office**

**Bergen Community College**  
400 Paramus Rd., Rm. C-325  
Paramus, NJ 07652  
201-489-8670

#### **BURLINGTON COUNTY**

##### **Affiliate Office Burlington County College Business & Career Dev. Center**

1 High St.  
Mt. Holly, NJ 08060  
856-225-6221

##### **Affiliate Office**

**Burlington County Library**  
5 Pioneer Blvd.  
Westampton, NJ 08060  
856-225-6221

##### **Affiliate Office**

**Burlington County Library  
Evesham Branch**  
984 Tuckerton Rd.  
Marlton, NJ 08053  
856-225-6221

##### **Affiliate Office**

**County Corner Store**  
Moorestown Mall, 400 Rte. 38  
Moorestown, NJ 08057  
856-225-6221

#### **CAMDEN COUNTY**

##### **Rutgers, The State Univ. of NJ Campus at Camden Small Business Development Center**

419 Cooper St.  
Camden, NJ 08102  
856-225-6221  
[www.rsdbc.org](http://www.rsdbc.org)

##### **Affiliate Office**

**Camden County Store**  
2015 Echelon Mall, 2nd Fl.  
Voorhees, NJ 08043  
856-225-6221

#### **CAPE MAY COUNTY**

##### **Affiliate Office Cape May County Office of Economic Dev. Resources and Capital Planning**

4 Moore Rd.  
Cape May Court House, NJ 08210  
609-347-2174

#### **CUMBERLAND COUNTY**

##### **Affiliate Office Business Resource Center**

275 N. Delsea Dr., 2nd Fl.  
Vineland, NJ 08360  
609-347-2174

#### **ESSEX COUNTY**

##### **HEADQUARTERS OPERATIONS Rutgers Business School: Newark & New Brunswick**

1 Washington Park, 3rd Fl.  
Newark, NJ 07102  
973-353-1927  
[www.njsbdc.com](http://www.njsbdc.com)

##### **Rutgers, the State University of New Jersey**

##### **Campus at Newark Small Business Development Center**

25 James St.  
Newark, NJ 07102  
973-353-5950  
[www.rnsbdc.newark.rutgers.edu](http://www.rnsbdc.newark.rutgers.edu)

#### **GLOUCESTER COUNTY**

##### **Affiliate Office Gloucester County Library**

389 Wolfert Station Rd.  
Mullica Hill, NJ 08062  
856-225-6221

##### **Affiliate Office**

**Gloucester County  
Department of Economic Development**  
115 Budd Blvd.  
Woodbury, NJ 08096  
856-225-6221

#### **HUDSON COUNTY**

##### **New Jersey Small Business Development Center at New Jersey City University**

285 Westside Ave., Ste. 189-191  
Jersey City, NJ 07305  
201-200-2156

#### **Affiliate Office**

**Rising Tide Capital, Inc.**  
348 Martin Luther King Dr.  
Jersey City, NJ 07305  
201-200-2156

#### **Hudson County Community College**

87 Sip Ave., 2nd Fl.  
Jersey City, NJ 07306  
201-200-2156

#### **HUNTERDON COUNTY**

##### **Affiliate Office Affinity Federal Credit Union**

Rte. 202 S.  
Flemington, NJ 08822  
908-526-1200 ext. 8516

#### **MERCER COUNTY**

##### **The College of New Jersey Small Business Development Center**

Forcina 447  
2000 Pennington Rd., Rte. 31  
Ewing, NJ 08628  
609-771-2947  
[www.sbdcnj.com](http://www.sbdcnj.com)

##### **Affiliate Office**

##### **Mercer Regional Chamber of Commerce**

1A Quakerbridge Plaza Dr., Ste. 2  
Mercerville, NJ 08619  
609-771-2947

##### **Affiliate Office**

**NJ State Chamber of Commerce**  
216 W. State St.  
Trenton, NJ 08608  
609-771-2947

#### **MIDDLESEX COUNTY**

##### **Affiliate Office Middlesex County Regional Chamber of Commerce**

109 Church St.  
New Brunswick, NJ 08901  
609-771-2947

##### **Middlesex County Office of Economic Development**

JFK Square  
P.O. Box 871  
New Brunswick, NJ 08901  
609-771-2947

#### **MONMOUTH COUNTY**

##### **Brookdale Community College Small Business Dev. Center**

Library 246  
765 Newman Springs Rd.  
Lincroft, NJ 07738  
732-842-8685  
[www.mosbdc.com](http://www.mosbdc.com)

#### **MORRIS COUNTY**

##### **Affiliate Office NJ Small Business Development Center of Northwest Jersey**

908-269-8475  
Call for Appointment

**OCEAN COUNTY**  
**Affiliate Office**  
**Ocean County College**  
**Center for Lifelong Learning**  
College Dr.  
Toms River, NJ 08754  
732-255-0468

**PASSAIC COUNTY**  
**William Paterson**  
**Small Business Development Center**  
131 Ellison St.  
Paterson, NJ 07505  
973-754-8695  
[www.wpunj.edu/sbdc](http://www.wpunj.edu/sbdc)

**Affiliate Office**  
**William Paterson University**  
**Small Business Development Center**  
1600 Valley Rd.  
Wayne, NJ 07470  
973-754-8695

**SOMERSET COUNTY**  
**Raritan Valley Community College**  
**at Bridgewater**  
14 Vogt Dr.  
Bridgewater, NJ 08807  
908-526-1200 ext. 8516  
[www.sbdcrvcc.com](http://www.sbdcrvcc.com)

**Affiliate Office**  
**Affinity Federal Credit Union**  
315 Rte. 206, Ste. 501  
Hillsborough, NJ 08844  
908-526-1200 ext. 8516

**SUSSEX COUNTY**  
**Affiliate Office**  
**Sussex County Community College**  
Bldg. E, One College Hill  
Newton, NJ 07860  
908-269-8475  
Call for Appointment

**UNION COUNTY**  
**Kean University**  
**Small Business Development Center**  
Willis Hall, Rm. 301  
1000 Morris Ave.  
Union, NJ 07083  
908-737-4220

**Affiliate Office**  
**The Incubator**  
320 Park Ave.  
Plainfield, NJ 07060  
908-737-4220

**Affiliate Office**  
**One Stop Career Center**  
NJ Dept. of Labor Bldg., at  
Business Resource Center  
921 Elizabeth Ave., 2nd Fl  
Elizabeth, NJ 07201  
908-737-4220

**Affiliate Office**  
**Union Township Chamber of Commerce,**  
**at Bank of America**  
355 Chestnut St.  
Union, NJ 07083  
908-737-4220

**Affiliate Office**  
**Elizabeth Development Company**  
205 1st St., Ste. 114/P.O. Box 512  
Elizabeth, NJ 07206  
908-737-4220

**WARREN COUNTY**  
**NJ Small Business Development Center**  
**of Northwest Jersey**  
207 Main St., Rear Entrance  
Hackettstown, NJ 07840  
908-269-8475  
[info@nw-njabdc.com](mailto:info@nw-njabdc.com)

## Strategic Alliances

Through strategic alliances, the Small Business Administration and its partners provide quality information, training, outreach and support to promote the interests and needs of American small businesses. Alliances can bring opportunities to network with others who share your commitment to the small business community, and help you gain recognition as a proactive leader in promoting small business success.

The SBA and its alliance partners work together to define, implement and meet short-term and long-term goals in the areas of training and education, outreach and communication and promoting small business success.

The SBA forms alliances with a variety of entities including nonprofit organizations, trade and professional associations, academic institutions and public-sector agencies.

The New Jersey District Office has signed SAMs (Strategic Alliance Memorandum) with a number of organizations throughout the state, designed to provide the full array of SBA programs and services to the small business community. Those organizations are:

**Statewide Hispanic**  
**Chamber of Commerce of New Jersey**  
One Gateway Center, Ste. 615  
Newark, NJ 07102  
201-451-9512  
[www.shccnj.org](http://www.shccnj.org)

**Latin American Economic**  
**Development Association**  
129 N. Broadway, Ste. 300  
Camden, NJ 08102  
856-338-1177  
[www.laeda.com](http://www.laeda.com)

**Morris County Hispanic-American**  
**Chamber of Commerce**  
325 Columbia Turnpike  
Florham Park, NJ 07932  
973-644-3093  
[www.mchacc.org](http://www.mchacc.org)

**Metropolitan Trenton African**  
**American Chamber of Commerce**  
485 Hamilton Ave.  
Trenton, NJ 08609  
609-393-5933  
[www.mtaacc.org](http://www.mtaacc.org)

**Asian Indian Chamber of Commerce**  
33 Wood Ave. S., Ste. 672, 6th Fl.  
Iselin, NJ 08830  
732-777-4666  
[www.aicc.net](http://www.aicc.net)

**Central Jersey Latino**  
**Chamber of Commerce**  
374 Remsen Ave.  
New Brunswick, NJ 08901  
732-977-7720

**Hunterdon Hispanos**  
47 E. Main St.  
Flemington, NJ 08822  
908-788-8615  
[www.hunterdonhispanos.org](http://www.hunterdonhispanos.org)

**Portuguese American**  
**Chamber of Commerce of NJ**  
51-55 Prospect St.  
Newark, NJ 07105  
973-491-5200  
[www.paccnj.com](http://www.paccnj.com)

**New Jersey Chinese-American**  
**Chamber of Commerce**  
28 World's Fair Dr.  
Somerset, NJ 08873  
732-507-7348  
[www.njcacc.org](http://www.njcacc.org)

**Brick City Development Corporation**  
744 Broad St., Ste. 1110  
Newark, NJ 07102  
973-273-1040  
[www.bcdcn Newark.org](http://www.bcdcn Newark.org)

## WOMEN'S BUSINESS CENTERS

The SBA's Women Business Center (WBC) program is a network of 110 community-based centers which provide business training, coaching, mentoring and other assistance geared toward women, particularly those who are socially and economically disadvantaged. WBCs are located in nearly every state and U.S. territory and are partially funded through a cooperative agreement with the SBA.

To meet the needs of women entrepreneurs, WBCs offer services at convenient times and locations, including evenings and weekends. WBCs are located within non-profit host organizations that offer a wide variety of services in addition to the services provided by the WBC. Many of the WBCs also offer training and counseling and provide materials in different languages in order to meet the diverse



needs of the communities they serve.

WBCs often deliver their services through long-term training or group counseling, both of which have shown to be effective. WBC training courses are often free or are offered at a small fee. Some centers will also offer scholarships based on the client's needs.

While most WBCs are physically located in one designated location, a number of WBCs also provide courses and counseling via the Internet, mobile classrooms and satellite locations.

WBCs have a track record of success. In fiscal year 2011, the WBC program counseled and trained nearly 139,000 clients, creating local economic growth and vitality. In addition, WBCs help entrepreneurs access more than \$134 million dollars in capital, representing a 400% increase from the previous year. Of the WBC clients that have received 3 or more hours of counseling, 15 percent indicated that the services led to hiring new staff, 34 percent indicated that the services led to an increased profit margin, and 47 percent indicated that the services led to an increase in sales.

In addition, the WBC program has taken a lead in preparing women business owners to apply for the Women-Owned Small Business (WOSB) Federal Contract program that authorizes contracting officers to set aside certain federal contracts for eligible women-owned small businesses or economically disadvantaged women-owned small businesses. For more information on the program, visit [www.sba.gov/wosb](http://www.sba.gov/wosb).

To find the nearest SBA WBC, visit [www.sba.gov/women](http://www.sba.gov/women).

## EMERGING LEADERS

SBA's Emerging Leaders initiative is currently hosted in 27 markets across the country using a national demonstrated research-based curriculum that supports the growth

and development of small firms that have substantial potential for expansion and community impact. A competitive selection process results in firm executives participating in high-level training and peer-networking sessions led by professional instructors and local economic development organizations. Post-training, social and economic impact results from responding executives who attended the 2008 – 2010 training classes indicate:

- More than half of participating businesses reported an increase in revenue, with an average revenue of \$1,879,266.
- Participating businesses averaged \$2 million in revenue, with new cumulative financing of \$7.2 million secured in 2010.
- Nearly half of the participants secured federal, state, local and tribal contracts with a cumulative total of \$287 million.
- Approximately half of the participants have hired new workers, creating 275 new jobs in 2010.
- All participants were introduced and trained on becoming SBA 8(a) certified firms; nearly 25 percent of respondents are currently certified as SBA 8(a) firms, while other participants reported a focused intention on applying to the 8(a) program.
- Nearly 50 percent of participating respondents were female executives and 70 percent were minority business executives.
- 85 percent of responding executives were Satisfied or Very Satisfied with the overall training series and results.

To find out more about this executive-level training opportunity, please visit [www.sba.gov/e200](http://www.sba.gov/e200) for host cities, training schedules, and selection criteria.

## SBA'S ONLINE TOOLS AND TRAINING

SBA's Small Business Training Network is a virtual campus complete

with free online courses, workshops, podcasts, learning tools and business-readiness assessments.

### Key Features of the Small Business Training Network:

Training is available anytime and anywhere—all you need is a computer with Internet access.

- More than 30 free online courses and workshops are available.
- Templates and samples to get your business planning underway.
- Online, interactive assessment tools are featured and used to direct clients to appropriate training.

Course topics include a financial primer keyed around SBA's loan-guarantee programs; a course on exporting; courses for veterans and women seeking federal contracting opportunities; and an online library of podcasts, business publications, templates and articles.

Find these free resources at [www.sba.gov/training](http://www.sba.gov/training).



## REACHING UNDERSERVED COMMUNITIES

SBA also offers a number of programs specifically designed to meet the needs in the underserved communities.

## WOMEN BUSINESS OWNERS

Women entrepreneurs are changing the face of America's economy. In the 1970s, women owned less than five percent of the nation's businesses.

Today, they are majority owners

of about a third of the nation's small businesses and are at least equal owners of about half of all small businesses. SBA serves women entrepreneurs nationwide through its various programs and services, some of which are designed especially for women.

The SBA's Office of Women's Business Ownership (OWBO) serves as an advocate for women-owned businesses.

OWBO oversees a nationwide network of 110 women's business centers that provide business training, counseling and mentoring geared specifically to women, especially those who are socially and economically disadvantaged. The program is a public-private partnership with locally-based nonprofits.

# REACHING UNDERSERVED COMMUNITIES

Women's Business Centers serve a wide variety of geographic areas, population densities, and economic environments, including urban, suburban, and rural. Local economies vary from depressed to thriving, and range from metropolitan areas to entire states. Each Women's Business Center tailors its services to the needs of its individual community, but all offer a variety of innovative programs, often including courses in different languages. They provide training in finance, management, and marketing, as well as access to all of the SBA's financial and procurement assistance programs.

For additional information, contact:  
**Women's Center for Entrepreneurship Corp. At Peapack Gladstone Bank**

311 Main St. 2nd Fl.  
Chatham, NJ 07928  
973-507-9700  
ssocchio@wcec.nj.org  
www.njawbo.org/wbc

## CENTER FOR FAITH-BASED AND NEIGHBORHOOD PARTNERSHIPS

Faith-Based and Neighborhood Partnerships know their communities, and they have earned their people's trust. Because of their credibility, they are uniquely positioned to build awareness of programs that encourage entrepreneurship, economic growth and job creation.

SBA is committed to reaching out to faith-based and community organizations that are eligible to participate in the agency's programs by informing their congregants, members and neighbors about SBA's programs. In particular, many faith-based and community non-profit organizations can provide a local financing option for entrepreneurs by becoming SBA Microloan Intermediaries. An SBA Microloan Intermediary often acts as a bank for entrepreneurs and small businesses that might otherwise be unable to find access to capital.

## VETERANS AND RESERVISTS BUSINESS DEVELOPMENT

To ensure that veterans, service-disabled veterans and Reserve and National Guard member entrepreneurs receive special consideration in all of SBA's entrepreneurial programs and resources, the SBA has established

an Office of Veterans Business Development (OVBD). Each year, OVBD reaches thousands of veterans, Reserve Component members, transitioning service members and others who are – or who want to become – entrepreneurs and small business owners. OVBD develops and distributes informational materials for entrepreneurship such as the Veterans Business Resource Guide, VETGazette, and Getting Veterans Back to Work. In addition, there are 16 Veterans Business Outreach Centers strategically located throughout the country that provide both online and in-person training, counseling, mentoring, workshops, referrals, and more. Each of the SBA's 68 District Offices also has a designated veteran's business development officer.

The SBA offers special assistance for small businesses owned by activated Reserve and National Guard members. Any self-employed Reserve or Guard member with an existing SBA loan can request from their SBA lender or SBA district office loan payment deferrals, interest rate reductions and other relief after they receive their activation orders. In addition, the SBA offers special low-interest-rate financing to small businesses when an owner or essential employee is called to active duty. The Military Reservist Economic Injury Disaster Loan Program (MREIDL) provides loans up to \$2 million to eligible small businesses to cover operating costs that cannot be met due to the loss of an essential employee called to active duty in the Reserves or National Guard.

Among the SBA's unique services for veterans are: an Entrepreneurship Boot Camp for Veterans with Disabilities in partnership with 6 top U.S. universities ([www.whitman.syr.edu/ebv](http://www.whitman.syr.edu/ebv)), a program to reach women veteran-entrepreneurs ([www.whitman.syr.edu/vwise](http://www.whitman.syr.edu/vwise)), and a program for Reserve Component family members called Operation Endure and Grow ([www.whitman.syr.edu/endureandgrow](http://www.whitman.syr.edu/endureandgrow)).

For more information about small business lending programs for veteran business owners and Reserve or Guard members who are activated, including Patriot Express, microloans, and Advantage loans, see the section

on Access to Capital. To learn more about the Veterans Business Outreach program or find the nearest SBA VBOC, visit the SBA Web site at [www.sba.gov/vets](http://www.sba.gov/vets).

## NJ Veterans Business Outreach Center

The mission of NJVetBiz, the New Jersey Veterans Business Outreach Center, is to help create, develop, and retain veteran-owned small business enterprises in New Jersey, Puerto Rico, and the Virgin Islands. Its clients are Veterans, Service-Disabled Veterans, Reservists, National Guard Members, and Active Duty business owners, as well as start-up entrepreneurs.

NJVetBiz offers connections to counseling, training, technical assistance, and veterans-preference business resources, and serves as a clearinghouse of business and technical assistance for those veterans interested in starting or expanding a business.

For additional information, contact:  
**NJVetBiz – The New Jersey Veterans Business Outreach Center**

Rutgers Business School  
1 Washington Park, Ste. 360  
Newark, NJ 07102  
973-353-3429  
[www.njvetbiz.com](http://www.njvetbiz.com)

## NATIVE AMERICAN BUSINESS DEVELOPMENT

The SBA Office of Native American Affairs (ONAA) ensures American Indians, Alaska Natives and Native Hawaiians seeking to create, develop and expand small businesses have full access to the necessary business development and expansion tools available through the agency's entrepreneurial development, lending, and contracting programs. ONAA provides a network of training (including the online tool "Small Business Primer: Strategies for Growth") and counseling services and engages in numerous outreach activities, such as tribal consultations, development and distribution of educational materials, attendance and participation in economic development events and assisting these small businesses with SBA programs.

More information is at [www.sba.gov/naa](http://www.sba.gov/naa).

Most new business owners who succeed have planned for every phase of their success. Thomas Edison, the great American inventor, once said, "Genius is 1 percent inspiration and 99 percent perspiration." That same philosophy also applies to starting a business.

First, you'll need to generate a little bit of perspiration deciding whether you're the right type of person to start your own business.

### IS ENTREPRENEURSHIP FOR YOU?

There is simply no way to eliminate all the risks associated with starting a small business, but you can improve your chances of success with good planning, preparation, and insight. Start by evaluating your strengths and weaknesses as a potential owner and manager of a small business. Carefully consider each of the following questions:

- **Are you a self-starter?** It will be entirely up to you to develop projects, organize your time, and follow through on details.
- **How well do you get along with different personalities?** Business owners need to develop working relationships with a variety of people including customers, vendors, staff, bankers, employees, and professionals such as lawyers, accountants, or consultants. Can you deal with a demanding client, an unreliable vendor, or a cranky receptionist if your business interests demand it?
- **How good are you at making decisions?** Small business owners are required to make decisions constantly — often quickly, independently, and under pressure.
- **Do you have the physical and emotional stamina to run a business?** Business ownership can be exciting, but it's also a lot of work. Can you face six or seven 12-hour workdays every week?
- **How well do you plan and organize?** Research indicates that poor planning is responsible for most business failures. Good organization — of financials, inventory, schedules, and production — can help you avoid many pitfalls.
- **Is your drive strong enough?** Running a business can wear you down emotionally. Some business owners burn out quickly from having to carry all the responsibility for the success of their business on their

own shoulders. Strong motivation will help you survive slowdowns and periods of burnout.

- **How will the business affect your family?** The first few years of business start-up can be hard on family life. It's important for family members to know what to expect and for you to be able to trust that they will support you during this time. There also may be financial difficulties until the business becomes profitable, which could take months or years. You may have to adjust to a lower standard of living or put family assets at risk.

Once you've answered those questions, you should consider what type of business you want to start. Businesses can include franchises, at-home businesses, online businesses, brick-and-mortar stores or any combination of those.

### FRANCHISING

There are more than 3,000 business franchises. The challenge is to decide on one that both interests you and is a good investment. Many franchising experts suggest that you comparison shop by looking at multiple franchise opportunities before deciding on the one that's right for you.

Some of the things you should look at when evaluating a franchise: historical profitability, effective financial management and other controls, a good image, integrity and commitment, and a successful industry.

In the simplest form of franchising, while you own the business, its operation is governed by the terms of the franchise agreement. For many, this is the chief benefit for franchising. You are able to capitalize on a business format, trade name, trademark and/or support system provided by the franchisor. But you operate as an independent contractor with the ability to make a profit or sustain a loss commensurate with your ownership.

If you are concerned about starting an independent business venture, then franchising may be an option for you. Remember that hard work, dedication and sacrifice are key elements in the success of any business venture, including a franchise.

For more information visit [www.sba.gov/franchise](http://www.sba.gov/franchise).

### HOME-BASED BUSINESSES

Going to work used to mean traveling from home to a plant, store or office. Today, many people do some or all their work at home.

#### Getting Started

Before diving headfirst into a home-based business, you must know why you are doing it. To succeed, your business must be based on something greater than a desire to be your own boss. You must plan and make improvements and adjustments along the road.

Working under the same roof where your family lives may not prove to be as easy as it seems. One suggestion is to set up a separate office in your home to create a professional environment.

#### Ask yourself these questions:

- Can I switch from home responsibilities to business work easily?
- Do I have the self-discipline to maintain schedules while at home?
- Can I deal with the isolation of working from home?

#### Legal Requirements

A home-based business is subject to many of the same laws and regulations affecting other businesses.

#### Some general areas include:

- **Zoning regulations.** If your business operates in violation of them, you could be fined or shut down.
- **Product restrictions.** Certain products cannot be produced in the home. Most states outlaw home production of fireworks, drugs, poisons, explosives, sanitary or medical products and toys. Some states also prohibit home-based businesses from making food, drink or clothing.

Be sure to consult an attorney and your local and state departments of state, labor and health to find out which laws and regulations will affect your business. Additionally, check on registration and accounting requirements needed to open your home-based business. You may need a work certificate or license from the state. Your business name may need to be registered with the state. A separate business telephone and bank account are good business practices.

Also remember, if you have employees you are responsible for withholding income and social-security taxes, and for complying with minimum wage and employee health and safety laws.



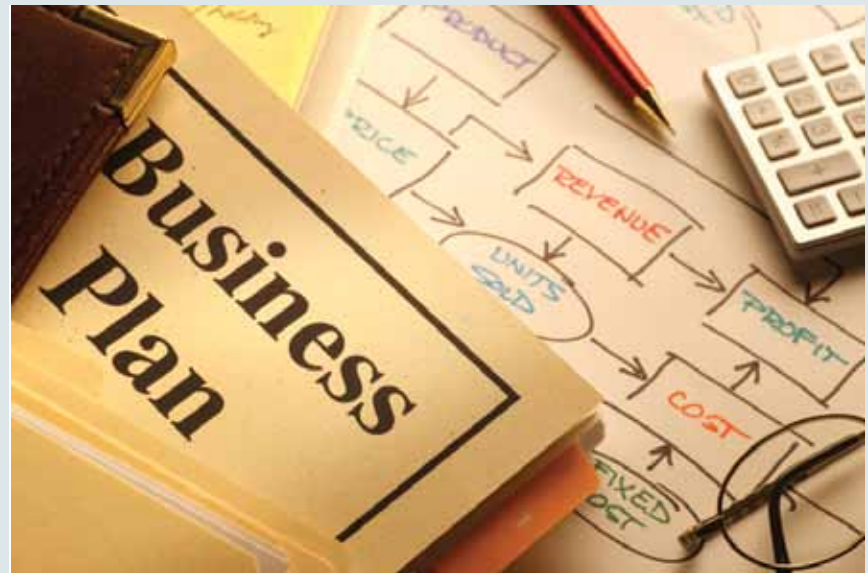
After you've thought about what type of business you want, the next step is to develop a business plan. Think of the business plan as a roadmap with milestones for the business. It begins as a pre-assessment tool to determine profitability and market share, then expands as an in-business assessment tool to determine success, obtain financing and determine repayment ability, among other factors.

Creating a comprehensive business plan can be a long process, and you need good advice. The SBA and its resource partners, including Small Business Development Centers, Women's Business Centers, Veterans Business Outreach Centers, and SCORE, have the expertise to help you craft a winning business plan. SBA also offers online templates to get you started.

**In general, a good business plan contains:**

### Introduction

- Give a detailed description of the business and its goals.
- Discuss ownership of the business and its legal structure.
- List the skills and experience you bring to the business.
- Discuss the advantages you and your business have over competitors.



### Marketing

- Discuss the products and services your company will offer.
- Identify customer demand for your products and services.
- Identify your market, its size and locations.
- Explain how your products and services will be advertised and marketed.
- Explain your pricing strategy.

### Financial Management

- Develop an expected return on investment and monthly cash flow for the first year.

Provide projected income statements, and balance sheets for a two-year period.

- Discuss your break-even point.
- Explain your personal balance sheet and method of compensation.
- Discuss who will maintain your accounting records and how they will be kept.
- Provide "what if" statements addressing alternative approaches to potential problems.

### Operations

- Explain how the business will be managed day-to-day.
- Discuss hiring and personnel procedures.
- Discuss insurance, lease or rent agreements, and issues pertinent to your business.
- Account for the equipment necessary to produce your goods or services.
- Account for production and delivery of products and services.

### Concluding Statement

Summarize your business goals and objectives and express your commitment to the success of your business. Once you have completed your business plan, review it with a friend or business associate and professional business counselor like SCORE, WBC or SBDC representatives, SBA district office business development specialists or veterans business development specialists.

Remember, the business plan is a flexible document that should change as your business grows.



# CAPITAL

## Financing Options to Start or Grow Your Business



**M**any entrepreneurs need financial resources to start or expand a small business themselves and must combine what they have with other sources of financing. These sources can include family and friends, venture-capital financing, and business loans.

This section of the Small Business Resource guide discusses SBA's primary business loan and equity financing programs. These are: the 7(a) Loan Program, the Certified Development Company or 504 Loan Program, the Microloan Program and the Small Business Investment Company Program. The distinguishing features for these programs are the total dollar amounts that can be borrowed, the type of lenders who can provide these loans, the uses for the loan proceeds, and the terms placed on the borrower.

**Note:** The SBA does not offer grants to individual business owners to start or grow a business.

### SBA BUSINESS LOANS

If you are contemplating a business loan, familiarize yourself with the SBA's business loan programs to see if they may be a viable option. Keep in mind the dollar amount you seek to borrow and how you want to use the loan proceeds. The three principal players in most of these programs are the applicant small business, the lender and the SBA. SBA guarantees a portion of the loan (except for Microloans). The business should have its business plan prepared before it applies for a loan. This plan should explain what

resources will be needed to accomplish the desired business purpose including the associated costs, the applicants' contribution, use of loan proceeds, collateral, and, most important, an explanation of how the business will be able to repay the loan in a timely manner.

The lender will analyze the application to see if it meets the lender's criteria and SBA's requirements. SBA will look to the lender to do much, if not all, of the analysis before it provides its guaranty on the lender's loan. In the case of microlenders, SBA loans these intermediaries funds at favorable rates to re-lend to businesses with financing needs up to \$50,000. The SBA's business loan programs provide a key source of financing for viable small businesses that have real potential but cannot qualify for long-term, stable financing.

### 7(a) LOAN PROGRAM

The 7(a) Loan program is the SBA's primary business loan program. It is the agency's most frequently used non-disaster financial assistance program because of its flexibility in loan structure, variety of loan proceed uses, and availability. The program has broad eligibility requirements and credit criteria to accommodate a wide range of financing needs.

The business loans that SBA guarantees do not come from the agency, but rather from banks and other approved lenders. The loans are funded by these organizations, and they make the decisions to approve or not approve the applicants' requests.

The SBA guaranty reduces the lender's risk of borrower non-payment. If the borrower defaults, the lender can request SBA to pay the lender that percentage of the outstanding balance guaranteed by SBA. This allows the lender to recover a portion from SBA of what it lent if the borrower can't make the payments. The borrower is still obligated for the full amount.

To qualify for an SBA loan, a small business must meet the lender's criteria and the 7(a) requirements. In addition, the lender must certify that it would not provide this loan under the proposed terms and conditions unless it can obtain an SBA guaranty. If the SBA is going to provide a lender with a guaranty, the applicant must be eligible and creditworthy and the loan structured under conditions acceptable to SBA.

### Percentage of Guaranties and Loan Maximums

The SBA only guarantees a portion of any particular loan so each loan will also have an unguaranteed portion, giving the lender a certain amount of exposure and risk on each loan. The percentage SBA guarantees depends on either the dollar amount or the program the lender uses to obtain its guaranty. For loans of \$150,000 or less the SBA may guaranty as much as 85 percent and for loans over \$150,000 the SBA can provide a guaranty of up to 75 percent.

The maximum 7(a) loan amount is \$5 million. (Loans made under the SBAExpress program, which is discussed later in this section, have a 50 percent guaranty.)

### Interest Rates and Fees

The actual interest rate for a 7(a) loan guaranteed by SBA is negotiated between the applicant and lender and subject to SBA maximums. Both fixed and variable interest rate structures are available. The maximum rate is comprised of two parts, a base rate and an allowable spread. There are three acceptable base rates (Wall Street Journal Prime\*, London Interbank One Month Prime plus 3 percent, and an SBA Peg Rate). Lenders are allowed to add an additional spread to the base rate to arrive at the final rate. For loans with maturities of less than seven



years, the maximum spread will be no more than 2.25 percent. For loans with maturities of seven years or more, the maximum spread will be 2.75 percent. The spread on loans under \$50,000 and loans processed through Express procedures may be higher.

Loans guaranteed by SBA are assessed a guaranty fee. This fee is based on the loan's maturity and the dollar amount guaranteed, not the total loan amount. The guaranty fee is initially paid by the lender and then passed on to the borrower at closing. The funds to reimburse the lender can be included in the loan proceeds.

On any loan with a maturity of one year or less, the fee is just 0.25 percent of the guaranteed portion of the loan. On loans with maturities of more than one year, the normal guaranty fee is 2 percent of the SBA guaranteed portion on loans up to \$150,000; 3 percent on loans over \$150,000 but not more than \$700,000; and 3.5 percent on loans over \$700,000. There is also an additional fee of 0.25 percent on any guaranteed portion over \$1 million.

**\* All references to the prime rate refer to the base rate in effect on the first business day of the month the loan application is received by SBA.**

### 7(a) Loan Maturities

SBA loan programs are generally intended to encourage longer term small business financing, but actual loan maturities are based on the ability to repay, the purpose of the loan proceeds and the useful life of the assets financed. However, maximum loan maturities have been established: 25 years for real estate; up to 10 years for equipment (depending on the useful life of the equipment); and generally up to seven years for working capital. Short-term loans and revolving lines of credit are also available through the SBA to help small businesses meet their short-term and cyclical working capital needs.

### Structure

Most 7(a) loans are repaid with monthly payments of principal and interest. For fixed-rate loans the payments stay the same, whereas for variable rate loans the lender can re-establish the payment amount when the interest rates change or at other intervals, as negotiated with the borrower. Applicants can request that the lender establish the loan with interest-only payments during the start-up and expansion phases (when eligible) to allow the business time to generate income before it starts making

full loan payments. Balloon payments or call provisions are not allowed on any 7(a) loan. The lender may not charge a prepayment penalty if the loan is paid off before maturity, but the SBA will charge the borrower a prepayment fee if the loan has a maturity of 15 or more years and is pre-paid during the first three years.

### Collateral

The SBA expects every 7(a) loan to be fully secured, but the SBA will not decline a request to guaranty a loan if the only unfavorable factor is insufficient collateral, provided all available

collateral is offered. What these two policies mean is that every SBA loan is to be secured by all available assets (both business and personal) until the recovery value equals the loan amount or until all assets have been pledged to the extent that they are reasonably available. Personal guaranties are required from all the principal owners of the business. Liens on personal assets of the principals may be required.

### Eligibility

7(a) loan eligibility is based on four different factors. The first is size, as all loan recipients must be classified as

## Our SBA Loans Can Help Your Business Grow!



Columbia Bank has solid expertise with 7(a) and 504 Small Business Administration lending in New Jersey, and has earned both the SBA's prestigious "Preferred Lender" and "Express Lender" designations. We can issue term loans up to \$5 million and credit lines up to \$350,000 to qualifying small business applicants following approval. Qualified applicants can count on Columbia — one of the state's Top SBA lenders!

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## What To Take To The Lender

Documentation requirements may vary; contact your lender for the information you must supply.

### Common requirements include the following:

- Purpose of the loan
- History of the business
- Financial statements for three years (existing businesses)
- Schedule of term debts (existing businesses)
- Aging of accounts receivable and payable (existing businesses)
- Projected opening-day balance sheet (new businesses)
- Lease details
- Amount of investment in the business by the owner(s)
- Projections of income, expenses and cash flow as well as an explanation of the assumptions used to develop these projections
- Personal financial statements on the principal owners
- Resume(s) of the principal owners and managers.

### How the 7(a) Program Works

Applicants submit their loan application to a lender for the initial review. The lender will generally review the credit merits of the request before deciding if they will make the loan themselves or if they will need an SBA guaranty. If a guaranty is required, the lender will also review eligibility. The applicant should be prepared to complete some additional documents before the lender sends the request for guaranty to the SBA. Applicants who feel they need more help with the process should contact their local SBA district office or one of SBA's resource partners for assistance.

There are several ways a lender can apply for a 7(a) guaranty from SBA. The main differences between these methods are related to the documentation the lender provides, the amount of review the SBA conducts, the amount of the loan, and the lender's responsibilities in case the loan defaults and the business' assets must be liquidated. The methods are:

- Standard 7(a) Guaranty
- Certified Lender Program
- Preferred Lender Program
- Rural Lender Advantage
- SBA *Express*
- Patriot Express
- Export Express
- Small Loan Advantage
- Community Advantage

For the Standard, Certified and Preferred methods, the applicant fills out SBA Form 4, and the lender completes SBA Form 4-1. When requests for guarantees are processed using Express or Advantage methods, the applicant uses more of the regular forms of the lender and just has a few federal forms to complete. When SBA receives a request that is processed through Standard or Certified Lender Program procedures, it either reanalyzes or reviews the lender's eligibility and credit analysis before deciding to approve or reject. For requests processed through Preferred Lender Program or Express programs, the lender is delegated the authority to make the credit decision without SBA's concurrences, which helps expedite the processing time.

In guaranteeing the loan, the SBA assures the lender that, in the event the borrower does not repay the loan, the government will reimburse the lending institution for a portion of its loss. By providing this guaranty, the SBA is able to help tens of thousands of small businesses every year get financing they might not otherwise obtain.

After SBA approval, the lender is notified that its loan has been guaranteed. The lender then will work with the applicant to make sure the terms and conditions are met before closing the loan, disbursing the funds, and assuming responsibility for collection and general servicing. The borrower makes monthly loan payments directly to the lender. As with any loan, the borrower is responsible for repaying the full amount of the loan in a timely manner.

### What the SBA Looks for:

- Ability to repay the loan on time from the projected operating cash flow;
- Owners and operators who are of good character;
- Feasible business plan;
- Management expertise and commitment necessary for success;
- Sufficient funds, including the SBA guaranteed loan, to operate the business on a sound financial basis (for new businesses, this includes the resources to meet start-up expenses and the initial operating phase);
- Adequate equity invested in the business; and
- Sufficient collateral to secure the loan or all available collateral if the loan cannot be fully secured.

“small” by SBA. The basic size standards are outlined below. A more in-depth listing of standards can be found at [www.sba.gov/size](http://www.sba.gov/size).

### SBA Size Standards have the following general ranges:

- Manufacturing — from 500 to 1,500 employees
- Wholesale Trades — Up to 100 employees
- Services — \$2 million to \$35.5 million in average annual receipts
- Retail Trades — \$7 million to \$35.5 million in average annual receipts
- Construction — \$7 million to \$33.5 million in average annual receipts
- Agriculture, Forestry, Fishing, and Hunting — \$750,000 to \$17.5 million in average annual receipts

There is an alternate size standard for businesses that do not qualify under their industry size standards for SBA funding – tangible net worth (\$15 million or less) and average net income (\$5 million or less for two years). This new alternate makes more businesses eligible for SBA loans and applies to SBA non-disaster loan programs, namely its 7(a) Business Loans and Development Company programs.

### Nature of Business

The second eligibility factor is based on the nature of the business and the process by which it generates income or the customers it serves. The SBA has general prohibitions against providing financial assistance to businesses involved in such activities as lending, speculating, passive investment, pyramid sales, loan packaging, presenting live performances of a prurient sexual nature, businesses involved in gambling and any illegal activity.

The SBA also cannot loan guaranties to non-profit businesses, private clubs that limit membership on a basis other than capacity, businesses that promote a religion, businesses owned by individuals incarcerated or on probation or parole, municipalities, and situations where the business or its owners previously failed to repay a federal loan or federally assisted financing.

### Use of Proceeds

The third eligibility factor is use of proceeds. 7(a) proceeds can be used to: purchase machinery; equipment; fixtures; supplies; make leasehold improvements; as well as land and/or buildings that will be occupied by the business borrower.

### Proceeds can also be used to:

- Expand or renovate facilities;
- Acquire machinery, equipment, furniture, fixtures and leasehold improvements;
- Finance receivables and augment working capital;
- Finance seasonal lines of credit;
- Acquire businesses;
- Start up businesses;
- Construct commercial buildings; and
- Refinance existing debt under certain conditions.

SBA 7(a) loan proceeds cannot be used for the purpose of making investments. SBA proceeds cannot be used to provide funds to any of the owners of the business except for ordinary compensation for actual services provided.

### Miscellaneous Factors

The fourth factor involves a variety of requirements such as SBA's credit elsewhere test and utilization of personal assets requirements, where the business and its principal owners must use their own resources before getting a loan guaranteed by SBA. It also includes SBA's anti-discrimination rules and limitations on lending to agricultural enterprises because there are other agencies of the federal government with programs to fund such businesses. Generally, SBA loans must meet the following criteria:

- Every loan must be for a sound business purpose;
- There must be sufficient invested equity in the business so it can operate on a sound financial basis;
- There must be a potential for long-term success;
- The owners must be of good character and reputation; and
- All loans must be so sound as to reasonably assure repayment.

For more information, go to [www.sba.gov/apply](http://www.sba.gov/apply).

## SPECIAL PURPOSE 7(A) LOAN PROGRAMS

The 7(a) program is the most flexible of SBA's lending programs. The agency has created several variations to the basic 7(a) program to address the particular financing need of certain small businesses. These special purpose programs are not necessarily for all businesses but may be very useful to some small businesses. They are generally governed by the same rules, regulations, fees, interest rates, etc. as the regular 7(a) loan guaranty. Lenders can advise you of any variations.

## SBAEXPRESS

The SBAExpress guaranty is available to lenders as a way to obtain a guaranty on smaller loans up to \$350,000. The program authorizes selected, experienced lenders to use mostly their own forms, analysis and procedures to process, service and liquidate SBA-guaranteed loans. The SBA guarantees up to 50 percent of an SBAExpress loan. Loans under \$25,000 do not require collateral. The use of loan proceeds is the same as for any basic 7(a) loan. Like most 7(a) loans, maturities are usually five to seven years for working capital and up to 25 years for real estate or equipment. Revolving lines of credit are allowed for a maximum of seven years.

### Patriot Express and Other Lending Programs For Veterans

The Patriot Express pilot loan initiative is for veterans and members of the military community wanting to establish or expand a small business. Eligible military community members include:

- Veterans;
- Service-disabled veterans;
- Active-duty servicemembers eligible for the military's Transition Assistance Program;

- Reservists and National Guard members;
- Current spouses of any of the above, including any servicemember;
- The widowed spouse of a servicemember or veteran who died during service or of a service-connected disability.

The Patriot Express loan is offered by SBA's nationwide network of private lenders and features the fastest turnaround time for loan approvals. Loans are available up to \$500,000 and qualify for SBA's maximum guaranty of 85 percent for loans of \$150,000 or less and 75 percent for loans over \$150,000 up to \$500,000. For loans above \$350,000, lenders are required to either obtain all collateral or enough collateral so the value is equal to the loan amount, whichever comes first.

The Patriot Express loan can be used for most business purposes, including start-up, expansion, equipment purchases, working capital, and inventory or business-occupied real-estate purchases.

Patriot Express loans feature SBA's lowest interest rates for business loans, generally 2.25 percent to 4.75 percent over prime depending upon the size

## We'll Help Your Business Grow

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and maturity of the loan. Your local SBA district office will have a listing of Patriot Express lenders in your area. More information is available at [www.sba.gov/patriotexpress](http://www.sba.gov/patriotexpress).

Self-employed Reserve or Guard members with an existing SBA loan can request from their SBA lender or SBA district office, loan payment deferrals, interest rate reductions and other relief after they receive their activation orders. The SBA also offers special low-interest-rate financing of up to \$2 million when an owner or essential employee is called to active duty through the Military Reservist Economic Injury Disaster Loan program (MREIDL) to help cover operating costs due to the loss of an essential employee called to active duty.

### Advantage Loans

In early 2011, SBA rolled out two Advantage loan initiatives aimed at helping entrepreneurs and small business owners in underserved communities gain access to capital. Both offer a streamlined loan application process and the regular 7(a) loan guarantee for loans under \$250,000.

The Small Loan Advantage program is available to lenders participating in the Preferred Lenders Program. SBA lenders who are not participating in the Preferred Lenders Program can contact their local district office to apply.

The Community Advantage pilot program opens up 7(a) lending to mission-focused, community-based lenders – such as Community Development Financial Institutions (CDFIs), Certified Development Companies (CDCs), and microlenders – who provide technical assistance and economic development support in underserved markets.

More information on both programs is available at [www.sba.gov/advantage](http://www.sba.gov/advantage).

### CAPLines

The CAPLines program is designed to help small businesses meet their short-term and cyclical working capital needs. The programs can be used to finance seasonal working capital needs; finance the direct costs of performing certain construction, service and supply contracts, subcontracts, or purchase orders; finance the direct cost associated with commercial and residential

construction; or provide general working capital lines of credit. SBA provides up to an 85 percent guarantee. There are four distinct loan programs under the CAPLine umbrella:

- The Contract Loan Program is used to finance the cost associated with contracts, subcontracts, or purchase orders. Proceeds can be disbursed before the work begins. If used for one contract or subcontract, it is generally not revolving; if used for more than one contract or subcontract at a time, it can be revolving. The loan maturity is usually based on the length of the contract, but no more than ten years. Contract payments are generally sent directly to the lender but alternative structures are available.
- The Seasonal Line of Credit Program is used to support buildup of inventory, accounts receivable or labor and materials above normal usage for seasonal inventory. The business must have been in business for a period of 12 months and must have a definite established seasonal pattern. The loan may be used over again after a “clean-up” period of 30 days to finance activity for a new season. These also may have a maturity of up to five years. The business may not have another seasonal line of credit outstanding but may have other lines for non-seasonal working capital needs.
- The Builders Line Program provides financing for small contractors or developers to construct or rehabilitate residential or commercial property. Loan maturity is generally three years but can be extended up to five years, if necessary, to facilitate sale of the property. Proceeds are used solely for direct expenses of acquisition, immediate construction and/or significant rehabilitation of the residential or commercial structures. The purchase of the land can be included if it does not exceed 20 percent of the loan proceeds. Up to 5 percent of the proceeds can be used for physical improvements that benefit the property.
- The Working Capital Line is a revolving line of credit (up to \$5,000,000) that provides short term working capital. These lines are generally used by businesses that provide credit to their customers. Disbursements are generally based on the size of a borrower's accounts receivable and/or inventory. Repayment comes from the collection of accounts receivable or sale of inventory. The specific structure is negotiated with the lender. There may be extra servicing and monitoring of the collateral for which the lender can charge up to two percent annually to the borrower.

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## Community Advantage Small Loan Advantage and Community Advantage 7(a) Loan Initiatives

SBA is committed to expanding access to capital for small businesses and entrepreneurs in underserved communities so that we can help drive economic growth and job creation. In line with that, SBA rolled out two new initiatives on February 15, 2011, aimed at increasing the number of loans in these communities.

SBA and U.S. Department of Commerce studies have shown the importance of lower dollar loans to small business formation and growth in underserved communities. With that in mind, and building on the agency's "Advantage" platform, both Small Loan Advantage and Community Advantage will offer a streamlined application process for SBA 7(a) loans up to \$250,000.

### Community Advantage

- Community Advantage is a pilot initiative aimed at increasing the number of SBA 7(a) lenders who reach underserved communities, targeting community-based, mission-focused financial institutions which were previously not able to offer SBA loans.
- Maximum Loan Size: \$250,000
- Guarantee: 85 percent for loans up to \$150,000 and 75 percent for those greater than \$150,000.
- Approval Times: Most Community Advantage loans will be approved within 5 to 10 days.
- Paperwork: Community Advantage features streamlined paperwork, with a two-page application for borrowers.
- Lender Requirements: Community Advantage is open to mission-focused lenders, including Community Development Financial Institutions, SBA's Certified Development Companies and SBA's nonprofit micro lending intermediaries. Community Advantage lenders will be expected to maintain at least 60 percent of their SBA loan portfolio in underserved markets.
- Time Frame: Community Advantage is a three-year pilot initiative. SBA will begin taking applications from mission-focused lenders interested in Community Advantage on February 15, 2011, with their subsequent loan applications being accepted in the weeks that follow.

### International Trade Loan Program

The SBA's International Trade Loan (ITL) provides small businesses with enhanced export financing options for their export transactions. It is designed to help small businesses enter and expand into international markets and, when adversely affected by import competition, make the investments

necessary to better compete. The ITL offers a combination of fixed asset, working capital financing and debt refinancing with the SBA's maximum guaranty--- 90 percent --- on the total loan amount. The maximum loan amount is \$5 million in total financing.

### Guaranty Coverage

The SBA can guaranty up to 90 percent of an ITL up to a maximum of \$4.5 million, less the amount of the guaranteed portion of other SBA loans outstanding to the borrower. The maximum guaranty for any working capital component of an ITL is \$4 million. Additionally, any other working

capital SBA loans the borrower has are counted against the \$4 million guaranty limit.

### Use of Proceeds

- For the facilities and equipment portion of the loan, proceeds may be used to acquire, construct, renovate, modernize, improve or expand facilities or equipment in the U.S. to produce goods or services involved in international trade.
- Working capital is an allowable use of proceeds under the ITL.
- Proceeds may be used for the refinancing of debt structured with unreasonable terms and conditions, including any debt that qualifies for

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up to \$250,000

Business Growth Funds  
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First Steps Child Care  
loans up to \$150,000

Union County  
Line of Credit Program  
up to \$15,000

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refinancing under the standard SBA 7(a) Loan Program.

### Loan Term

- Maturities on the working capital portion of the ITL are typically limited to 10 years.
- Maturities of up to 10 years on equipment unless the useful life exceeds 10 years.
- Maturities of up to 25 years are available for real estate.
- Loans with a mixed use of fixed-asset and working-capital financing will have a blended-average maturity.

### Interest Rates

Lenders may charge between 2.25 to 2.75 percent above the prime rate (as published in the Wall Street Journal) depending upon the maturity of the loan. Interest rates on loans of \$50,000 and less can be slightly higher.

### Exporter Eligibility

- Applicants must meet the same eligibility requirements as for the SBA's standard 7(a) Loan Program.
- Applicants must also establish that the loan will allow the business to expand or develop an export market or, demonstrate that the business has been adversely affected by import competition and that the ITL will allow the business to improve its competitive position.

### Foreign Buyer Eligibility

Foreign buyers must be located in those countries wherein the Export-Import Bank of the U.S. is not prohibited from providing financial assistance.

### Collateral Requirements

- Only collateral located in the U.S. (including its territories and possessions) is acceptable.
- First lien on property or equipment financed by the ITL or on other assets of the business is required. However, an ITL can be secured by a second lien position if the SBA determines there is adequate assurance of loan payment.
- Additional collateral, including personal guaranties and those assets not financed with ITL proceeds, may be appropriate.

### How to Apply

- A small business seeking an ITL must apply to an SBA-participating lender. The lender will submit a completed Application for Business Loan (SBA Form 4), including all exhibits, to the SBA. Visit [www.sba.gov](http://www.sba.gov) to find your local SBA district office for a list of participating lenders.

- A small business exporter wanting to qualify as adversely impacted from import competition must submit supporting documentation that explains that impact, and a plan with projections that explains how the loan will improve the business' competitive position.

### Export Express

SBA Export Express offers flexibility and ease of use to both borrowers and lenders. It is the simplest export loan product offered by the SBA and allows participating lenders to use their own forms, procedures and analyses. The SBA provides the lender with a response within 36 hours.

This loan is subject to the same loan processing, closing, servicing and liquidation requirements as well as the same maturity terms, interest rates and applicable fees as for other SBA loans (except as noted below).

### Guaranty Coverage

The SBA provides lenders with a 90 percent guaranty on loans up to \$350,000 and a 75 percent guaranty on loans more than \$350,000 up to the maximum of \$500,000.

### Use of Proceeds

Loan proceeds may be used for business purposes that will enhance a company's export development. Export Express can take the form of a term loan or a revolving line of credit. As an example, proceeds can be used to fund participation in a foreign trade show, finance standby letters of credit, translate product literature for use in foreign markets, finance specific export orders, as well as to finance expansions, equipment purchases, and inventory or real estate acquisitions, etc.

### Ineligible Use of Proceeds

Proceeds may not be used to finance overseas operations other than those strictly associated with the marketing and/or distribution of products/services exported from the U.S.

### Exporter Eligibility

Any business that has been in operation, although not necessarily in exporting, for at least 12 full months and can demonstrate that the loan proceeds will support its export activity is eligible for Export Express.

### Foreign Buyer Eligibility

The exporter's foreign buyer must be a creditworthy entity and the methods of payment must be acceptable to the SBA and the SBA lender.

### How to Apply

Interested businesses should contact their existing lender to determine if they are an SBA Express lender. Lenders that participate in SBA's Express program are also able to make Export Express loans. Application is made directly to the lender. Lenders use their own application material in addition to SBA's Borrower Information Form. Lenders' approved requests are then submitted with a limited amount of eligibility information to SBA's National Loan Processing Center for review.

### Export Working Capital Program

The SBA's Export Working Capital Program (EWCP) assists lenders in meeting the needs of exporters seeking short-term export working capital. Exporters can apply for EWCP loans in advance of finalizing an export sale or contract. With an approved EWCP loan in place, exporters have greater flexibility in negotiating export payment terms — secure in the assurance that adequate financing will be in place when the export order is won.

### Benefits of the EWCP

- Financing for suppliers, inventory or production of export goods.
- Export working capital during long payment cycles.
- Financing for stand-by letters of credit used as bid or performance bonds or down payment guarantees.
- Reserves domestic working capital for the company's sales within the U.S.
- Permits increased global competitiveness by allowing the exporter to extend more liberal sales terms.
- Increases sales prospects in under-developed markets which have high capital costs for importers.
- Low fees and quick processing times.

### Guaranty Coverage

- Maximum loan amount is \$5,000,000.
- 90 percent of principal and accrued interest up to 120 days.
- Low guaranty fee of one-quarter of one percent of the guaranteed portion for loans with maturities of 12 months or less.
- Loan maturities are generally for 12 months or less.

### Use of Proceeds

- To pay for the manufacturing costs of goods for export.
- To purchase goods or services for export.
- To support standby letters of credit to act as bid or performance bonds.
- To finance foreign accounts receivable.



### Interest Rates

The SBA does not establish or subsidize interest rates on loans. The interest rate can be fixed or variable and is negotiated between the borrower and the participating lender.

### Advance Rates

- Up to 90 percent on purchase orders.
- Up to 90 percent on documentary letters of credit.
- Up to 90 percent on foreign accounts receivable.
- Up to 75 percent on eligible foreign inventory located within the U.S.
- In all cases, not to exceed the exporter's costs.

### Collateral Requirements

The export-related inventory and the receivables generated by the export sales financed with EWCP funds will be considered adequate collateral. The SBA requires the personal guarantee of owners with 20 percent or more ownership.

### How to apply

Application is made directly to SBA-participating lenders. Businesses are encouraged to contact SBA staff at their local U.S. Export Assistance Center (USEAC) to discuss whether they are eligible for the EWCP and whether it is the appropriate tool to meet their export financing needs. Participating lenders review/approve the application and submit the request to SBA staff at the local USEAC.

### U.S. Export Assistance Center

There are 20 U.S. Export Assistance Centers located throughout the U.S. They are staffed by SBA, U.S. Department of Commerce and Export-Import Bank of the U.S. personnel, and provide trade promotion and export-finance assistance in a single location. The USEACs also work closely with other federal, state and local international trade organizations to provide assistance to small businesses.

To find your nearest USEAC, visit: [www.sba.gov/content/us-export-assistance-centers](http://www.sba.gov/content/us-export-assistance-centers). You can find additional export training and counseling opportunities by contacting your local SBA office or contact:

**Two Regional and two District Export Assistance Centers service the State of New Jersey:**

#### U.S. Export Assistance Center (R)

33 Whitehall St., 22nd Fl.  
New York, NY 10004  
212-809-2675 • 212-809-2687 Fax  
[www.buyusa.gov/nyc](http://www.buyusa.gov/nyc)

#### U.S. Export Assistance Center (R)

The Curtis Center  
601 Walnut St., Ste. 580 W.  
Independence Square West  
Philadelphia, PA 19106-3304  
215-597-6101 • 215-597-6123 Fax  
[www.buyusa.gov/philadelphia](http://www.buyusa.gov/philadelphia)

#### U.S. Export Assistance Center (D)

744 Broad St., Ste. 1505  
Newark, NJ 07102  
Appointments strongly suggested  
973-645-4682 • 973-645-4783 Fax  
[www.buyusa.gov/newark](http://www.buyusa.gov/newark)

#### U.S. Central-Southern New Jersey Export Assistance Center (D)

U.S. Department of Commerce  
U.S. Commercial Service  
997 Lenox Dr., Bldg. 3, Ste. 111  
Lawrenceville, NJ 08648  
609-896-2730  
[www.buyusa.gov/trenton](http://www.buyusa.gov/trenton)

#### The USDOC Trenton District Office has one additional location in the state:

#### U.S. Department of Commerce U.S. Commercial Service c/o Monmouth University School of Business

Bey Hall, Rm. 209  
West Long Branch, NJ 07764-1898  
732-571-3641 • 732-674-7685 Fax  
[www.buyusa.gov/trenton](http://www.buyusa.gov/trenton)

## CERTIFIED DEVELOPMENT COMPANY LOAN PROGRAM (504 LOANS)

The 504 Loan program is an economic development program that supports American small business growth and helps communities through business expansion and job creation. This SBA program provides long-term, fixed-rate, subordinate mortgage financing for acquisition and/or renovation of capital assets including land, buildings and equipment. Some refinancing is also permitted. Most for-profit small businesses are eligible for this program. The types of businesses excluded from 7(a) loans (listed previously) are also excluded from the 504 loan program.

Loans are provided through Certified Development Companies. CDCs work with banks and other lenders to make loans in first position on reasonable terms, helping lenders retain growing customers and provide Community Redevelopment Act credit.

The SBA 504 loan is distinguished from the SBA 7(a) loan program in these ways:

***The maximum debenture, or long-term loan, is:***



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e-mail: [504info@njbfc.com](mailto:504info@njbfc.com)

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- \$5 million for businesses that create a certain number of jobs or improve the local economy;
- \$5 million for businesses that meet a specific public policy goal, including veterans; and
- \$5.5 million for manufacturers and energy public policy projects.

Recent additions to the program allow \$5.5 million for each project that reduces the borrower's energy consumption by at least 10 percent; and \$5.5 million for each project that generates renewable energy fuels, such as biodiesel or ethanol production. Projects eligible for up to \$5.5 million under one of these two requirements do not have to meet the job creation or retention requirement, so long as the CDC portfolio average is at least \$65,000.

- Eligible project costs are limited to long-term, fixed assets such as land and building (occupied by the borrower) and substantial machinery and equipment. Working capital is not an eligible use of proceeds, except in a temporary program which is scheduled to expire on September 27, 2012.
- Most borrowers are required to make an injection (borrower contribution) of just 10 percent which allows the business to conserve valuable operating capital. A further injection of 5 percent is needed if the business is a start-up or new (less than 2 years old), and a further injection of 5 percent is also required if the primary collateral will be a single purpose building (such as a hotel).
- Two-tiered project financing: A lender finances approximately 50 percent of the project cost and receives a first lien on the project assets (but no SBA guaranty); A CDC (backed by a 100 percent SBA-guaranteed debenture) finances up to 40 percent of the project costs secured with a junior lien. The borrower provides the balance of the project costs.
- Fixed interest rate on SBA loan. SBA guarantees the debenture 100 percent. Debentures are sold in pools monthly to private investors. This low, fixed rate is then passed on to the borrower and establishes the basis for the loan rate.
- All project-related costs can be financed, including acquisition (land and building, land and construction of building, renovations, machinery and equipment) and soft costs, such as title insurance and appraisals. Some closing costs may be financed.
- Collateral is typically a subordinate lien on the assets financed; allows other assets to be free of liens and available to secure other needed financing.
- Long-term real estate loans are up to 20-year term, heavy equipment 10- or 20-year term and are self-amortizing.

#### **Businesses that receive 504 loans are:**

- Small — net worth under \$15 million, net profit after taxes under \$5 million, or meet other SBA size standards.
- Organized for-profit.
- Most types of business — retail, service, wholesale or manufacturing.

The SBA's 504 certified development companies serve their communities by financing business expansion needs. Their professional staffs work directly with borrowers to tailor a financing package that meets program guidelines and the credit capacity of the borrower's business. For information, visit [www.sba.gov/504](http://www.sba.gov/504).

#### **New Jersey Business Finance Corporation**

Contact: Ira Lutsky, President  
2050 Center Ave., Ste. 375  
Fort Lee, NJ 07024  
201-346-0300  
Area of Operation: Statewide

#### **Across Nations Pioneers, Inc.**

Contact: Hyun Kim, CEO  
15 Engle St., Ste. 107  
Englewood, NJ 07631  
201-541-4101  
Area of Operation: Statewide

#### **Trenton Business Assistance Corporation**

Contact: William Pazmino, Executive Dir.  
3111 Quakerbridge Rd., 2nd Fl.  
Mercerville, NJ 08619  
609-587-1133  
Service area: Statewide

## **MICROLOAN PROGRAM**

The Microloan program provides small loans ranging from under \$500 to \$50,000 to women, low-income, minority, veteran, and other small business owners through a network of approximately 160 intermediaries nationwide. Under this program, the SBA makes funds available to nonprofit intermediaries that, in turn, make the small loans directly to entrepreneurs, including veterans. Proceeds can be used for typical business purposes such as working capital, or the purchase of furniture, fixtures, machinery, supplies, equipment, and inventory. Microloans may not be used for the purchase of real estate. Interest rates are negotiated between the borrower and the intermediary. The maximum term for a microloan is 7 years.

The program also provides business-based training and technical assistance to microborrowers and potential microborrowers to help them be successful at starting or growing their businesses. Such training and technical assistance may include general business education, assistance with business planning industry-specific training, and other types of training support. Entrepreneurs and small business owners interested in small amounts of business financing should contact the nearest SBA District Office for information about the nearest Microloan Program Intermediary Lender or go to [www.sba.gov/microloans](http://www.sba.gov/microloans).

#### **Regional Business Assistance Corporation**

3111 Quakerbridge Rd., 2nd Fl.  
Mercerville, NJ 08619  
Contact: William Pazmino  
609-587-1133  
Service area: Statewide

#### **UCEDC**

Liberty Hall Corporate Center  
1085 Morris Ave., 5th Fl.  
Union, NJ 07083  
Contact: Ellen McHenry  
908-527-1166  
Service area: Statewide

#### **Cooperative Business Assistance Corporation**

328 Market St.  
Camden, NJ 08102  
Contact: Michael Diemer  
856-966-8181  
Service area: Atlantic, Camden, Cape May, Cumberland, Gloucester and Salem counties.

#### **Isles Community Enterprises**

714 S. Clinton Ave.  
Trenton, NJ 08611  
Contact: Norma Diaz  
609-341-4791  
Service area: Mercer county, north Burlington county, south Middlesex county. (Microloans through ISLES are limited at present to a maximum of \$15,000)

## **SMALL BUSINESS INVESTMENT COMPANY PROGRAM**

There are a variety of alternatives to bank financing for small businesses. The Small Business Investment Company (SBIC) program fills the gap between what owners can fund directly and the needs of the small business for growth capital. Licensed and regulated by the SBA, SBICs are privately owned and managed investment funds that make capital available to qualifying U.S. small businesses. The funds raise private capital and can receive SBA-guaranteed leverage up to 3x private capital, with a leverage ceiling of \$150 million per SBIC and \$225 million for two or more licenses under common control. Licensed SBICs are for-profit investment firms whose incentive is to share in the success of a small business. The SBIC program provides funding for a broad range of industries. Some SBICs invest in a particular field or industry while others invest more generally. For more information, visit [www.sba.gov/inv](http://www.sba.gov/inv).

#### **Alliance Mezzanine Investors, L.P.**

Contacts: Robert Eberhardt, Douglas Smith  
96 Pompton Ave.  
Verona, NJ 07044  
973-239-8900 • 973-239-8909 Fax

### Contemporary Healthcare Fund, LLC

Contact: Eric Smith  
1040 Broad St., Ste. 103  
Shrewsbury, NJ 07702  
732-578-0533 • 732-578-0501 Fax

### Edison Fund V, L.P.

Contact: Ross Martinson  
1009 Lenox Dr., #4  
Lawrenceville, NJ 08648  
609-873-9202 • 609-896-0066 Fax

### Edison Venture Fund IV SBIC, L.P.

Contact: Ross T. Martinson  
1009 Lenox Dr., #4  
Lawrenceville, NJ 08648  
609-873-9202 • 609-896-0066 Fax

### NJTC Venture Fund SBIC, L.P.

Contact: Colleen Algayer  
1001 Briggs Rd., Ste. 280  
Mt. Laurel, NJ 08054  
856-273-6800 • 856-273-0990 Fax

### Redstone Business Lenders, LLC

Contact: Jeffrey Birnberg, President  
25 Whitney Rd.  
Mahwah, NJ 07430  
201-560-1180 • 201-560-1158 Fax

### University Ventures, Inc. (SSBIC)

Contact: David M. Scheck, Chairman  
c/o New Jersey Community Capital  
16-18 W. Lafayette St.  
Trenton, NJ 08608  
609-989-7766 • 609-393-9401 Fax

## SMALL BUSINESS INNOVATION RESEARCH PROGRAM

The Small Business Innovation Research (SBIR) program encourages small businesses to advance their technical potential from funds committed by federal agencies with large extramural research and development budgets. The SBIR program serves to fund the critical startup and development stages for a technology and encourages commercialization of the technology, product or service. In turn, this stimulates the U.S. economy.

### SBIR Requirements

Small businesses must meet the following eligibility criteria to participate in the SBIR program.

- Be 51 percent owned and controlled by one or more individuals who are U.S. citizens or permanent resident aliens in the U.S. or be a for-profit business concern that is at least 51 percent owned and controlled by another for-profit business concern that is at least 51 percent owned and controlled by one or more individuals who are citizens of, or permanent resident aliens in, the U.S.
- Be for-profit.
- Principal researcher must be employed by the small business.

- Company size cannot exceed 500 employees.

For more information on the SBIR Program visit [www.sba.gov/sbir](http://www.sba.gov/sbir).

### Participating Agencies

Each year, the following eleven federal departments and agencies are required to reserve 2.5 percent of their extramural R&D funds for award to small businesses through the SBIR program: Departments of Agriculture; Commerce; Defense; Education; Energy; Health and Human Services; Homeland Security; Transportation; Environmental Protection Agency; National Aeronautics and Space Administration; and National Science Foundation.

## SMALL BUSINESS TECHNOLOGY TRANSFER PROGRAM

The Small Business Technology Transfer (STTR) program reserves a specific percentage of federal R&D funding for award to small business and non-profit research institution partners. Central to the program is expansion of the public/private sector partnership to include the joint venture opportunities

for small business and the nation's premier nonprofit research institutions. Small business has long been where innovation and innovators thrive, but the risk and expense of conducting serious R&D efforts can be beyond the means of many small businesses. Non-profit research laboratories are also instrumental in developing high-tech innovations, but frequently innovation is confined to the theoretical. STTR combines the strengths of both entities by introducing entrepreneurial skills to high-tech research efforts. The technologies and products are transferred from the laboratory to the marketplace. The small business profits from the commercialization, which, in turn, stimulates the U.S. economy.

### STTR Requirements

Small businesses must meet the following eligibility criteria to participate in the STTR program.

- Be 51 percent owned and controlled by one or more individuals who are U.S. citizens or permanent resident aliens in the U.S.
- Be for-profit.
- Principal researcher need not be employed by the small business.
- Company size cannot exceed 500 employees. (No size limit for nonprofit research institution).

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**The nonprofit research institution partner must also meet certain eligibility criteria:**

- Be located in the United States and be one of the following:
- Nonprofit college or university.
- Domestic nonprofit research organization.
- Federally funded R&D center.

**Participating Agencies**

Each year the following five Federal departments and agencies are required by STTR to reserve 0.3 percent of their extramural R&D funds for award to small business/nonprofit research institution partnerships: Department of Defense; Department of Energy; Department of Health and Human Services; National Aeronautics and Space Administration; and National Science Foundation.

## SURETY BOND GUARANTEE PROGRAM

The Surety Bond Guarantee program is a public-private partnership between the federal government and surety companies to provide small businesses with the bonding assistance necessary

for them to compete for public and private contracting and subcontracting opportunities. The guarantee provides all incentive for sureties to bond small businesses that would otherwise be unable to obtain bonding. The program is aimed at small businesses that lack the working capital or performance track record necessary to secure bonding on a reasonable basis through regular commercial channels.

Through this program, the SBA guarantees bid, payment, performance and ancillary bonds issued by surety companies for individual contracts and subcontracts up to \$2 million. The SBA reimburses sureties between 70 and 90 percent of losses sustained if a contractor defaults on the contract.

The SBA has two program options available, the Prior Approval Program (Plan A) and the Preferred Surety Bond Program (Plan B). In the Prior Approval Program, SBA guarantees 90 percent of surety's paid losses and expenses on bonded contracts up to \$100,000, and on bonded contracts greater than \$100,000 that are awarded to socially and economically disadvantaged concerns, HUBZone contractors, and veterans, and service-disabled veteran owned small businesses. All other bonds guaranteed in the Plan A Program receive an 80

percent guarantee. Sureties must obtain SBA's prior approval for each bond guarantee issued. Under Plan B, SBA guarantees 70 percent, but sureties may issue, monitor and service bonds without SBA's prior approval.

**U.S. Small Business Administration**

Denver Area Office (covers NJ)  
721 19th St., Ste. 426  
Denver, CO 80201-0660  
303-844-2607 ext. 261 or 303-844-6490  
303-844-5237 Fax  
The Surety agencies that are most active with the SBA Surety Bond Guaranty Program in New Jersey are:

**The Surety Source**

232 Strawbridge Dr.  
Moorestown, NJ 08057  
856-761-0152  
www.thesuretysource.com

**Surety Bond Associates, LLC**

45 E. City Ave., Ste. 493  
Bala Cynwyd, PA 19004  
610-617-1052  
www.suretybondassociates.com

**KOG International, Inc.**

701 Rte. 73 S., Ste. C-2  
West Berlin, NJ 08091  
856-753-4477  
www.kogbonds.com

## SBA TOP LENDERS

### SBA PARTICIPATING LENDERS

Guaranty Loans are made by lending institutions, mainly banks, and guaranteed by SBA.

(C) – SBA Certified Lender  
(E) – SBAExpress Lender  
(P) – SBA Preferred Lender  
(PTX) – SBA Patriot Express Lender  
(CDC) – Certified Development Company  
(CA) – Community Advantage  
The Community Advantage pilot loan program will allow community-based, mission-focused lenders to make SBA 7(a) loans of up to \$250,000 with the regular 7(a) government guarantee.

1st Colonial Bank (E)  
1st Constitution Bank (C) (E) (P)  
Across Nations Pioneers, Inc. (CDC)  
Affinity Federal Credit Union  
Allegiance Community Bank  
Amboy Bank (E)  
Bank of America Merrill Lynch (C) (P) (E) (PTX)  
BankAsiana (E) (P)  
BCB Community Bank (PTX) (E) (P)  
BNB Bank (C) (P) (E) (PTX)  
Capital Bank of New Jersey  
CIT Small Business Lending Corp. (C) (P) (PTX)

Citibank FSB (P) (E)  
Citizens Community Bank (E)  
City National Bank of NJ (C)  
Colonial Bank, F.S.B.  
Columbia Bank (C) (P) (E)  
Comerica Bank (P) (PTX) (E)  
Community First Bank (P) (E) (PTX)  
Community National Bank (E) (P)  
Community South Bank (P) (PTX) (E)  
Compass Bank (E) (P)  
Continental Bank (P) (PTX) (E)  
Cornerstone Bank (E)  
Financial Resources Federal Credit Union (P) (E) (PTX) (C)  
First Bank  
First Bank of Hope  
First Chatham Bank (P)  
First County Bank (E)  
First Financial Federal Credit Union  
First Hope Bank  
First National Bank of Elmer  
Ft. Lee Federal Savings Bank  
Garden Savings FCU  
GCF Bank  
Grow America Fund, Inc. (P)  
Habib America Bank  
Hanmi Bank (P)  
Harvest Community Bank  
Heritage Community Bank (E)  
Hilltop Community Bank (E)  
Home Loan Investment Bank, FSB (C) (E) (P)

Hopewell Valley Community Bank (C) (E) (P)  
HSBC Bank USA (E) (P) (PTX)  
Indus American Bank (E) (PTX) (P)  
JPMorgan Chase Bank (C) (P) (E) (PTX)  
Kearny Federal Savings Bank (P) (E) (PTX)  
Keystone Financial Bank  
Liberty Bell Bank (E)  
Loan Source, Inc. (C) (P)  
Magyar Bank (E) (PTX) (P)  
MainStreet Lender, LLC (P)  
Manasquan Savings Bank (E) (PTX)  
Mariner's Bank  
Metro Bank (P) (E) (PTX)  
Millennium bcpbank (E) (PTX)  
Nara Bank, NA (C) (P) (E)  
National Penn Bank (C) (P) (E)  
New Jersey Business Finance Corp. (CDC)  
New Millennium Bank (E) (P) (PTX)  
New York National Bank  
Newalliance Bank (P) (PTX) (E)  
NewBank (P) (E)  
Newtek Small Business Finance (C) (E) (P) (PTX)  
NOAH Bank  
Ocean City Home Bank (E) (P) (PTX)  
Parke Bank (P)  
PNC Bank, NA (C) (P) (E) (PTX)

Regional Business Assistance Corp. (CA)  
Republic First Bank  
Roma Bank  
RomAsia Bank  
Saehan Bank (P) (E)  
ShinHan Bank America (E) (P)  
Shore Community Bank (E) (P)  
Skylands Community Bank (C) (E) (P) (PTX)  
Sovereign Bank (C) (P) (E) (PTX)  
Sturdy Savings Bank  
Sun National Bank (C) (P)  
Susquehanna Bank DV (C) (P) (E) (PTX)  
TD Bank (C) (P) (E) (PTX)  
Fulton Bank of NJ (The Bank) (C) (E) (P) (PTX)  
The Bank of Princeton (E)  
The Provident Bank (E) (P) (PTX)  
Third Federal Bank (E)  
Trenton Business Assistance Corp. (CDC) (CA)  
Two River Community Bank (E) (PTX)  
United Bank of Philadelphia  
Unity Bank (C) (P) (E) (PTX)  
Wells Fargo Bank, NA (P) (E) (PTX)





# U.S. Small Business Administration Loan Programs, Page A

Information accurate as of 12/01/2011 • All SBA programs and services are provided on a nondiscriminatory basis.

## 7(a) Loan Program

Program	Maximum Amount	Use of Proceeds	Maturity	Maximum Interest Rate	Structure	Who Qualifies	Benefit to Borrowers
<b>Standard 7(a):</b> Applicant applies for business loan to lender; Lender applies to SBA for guaranty of their proposed loan if they determine it is necessary. Loan from lender, not SBA.	\$5 million to any one business, including affiliates	Expansion/renovation; new construction, purchase land or buildings; purchase equipment, fixtures, lease-hold improvements; working capital; inventory, business acquisition, start-ups and refinancing under certain conditions (discuss with lender).	Depends on use of proceeds and ability to repay. Generally working capital and machinery & equipment loans have 5-10 years; real estate is up to 25 years. Term negotiated with lender.	SBA sets a maximum rate for both variable and fixed rate loans (discuss with lender or local SBA District Office for current information).	Term loan with one payment of principal and interest (P&I) each month. Interest variable or fixed as negotiated with lender. Cannot be revolving. SBA charges a Guaranty Fee **	Must be for-profit and meet SBA size standards; show good character, credit, management, and ability to repay; must be an eligible type of business, use proceeds for eligible purpose, and demonstrate that credit is not otherwise available.	Business able to obtain financing which otherwise would not be provided due to term, collateral, equity, and/or time in business. Fixed maturity; No balloons; No prepayment penalty if maturity under 15 years. Establish or re-affirm business relationship with a lender.
<b>International Trade:</b> Long term financing to help businesses engaged in exporting or adversely impacted by imports.	Same as Standard 7(a).	Acquire, renovate, modernize facilities or equipment used in making products or services to be exported, plus permanent working capital and refinance debt not structured with reasonable terms.	Same as Standard 7(a).	Same as Standard 7(a).	Same as Standard 7(a). Maximum SBA guaranty amount for working capital is \$4 million.	Same as Standard 7(a) plus businesses must be engaged or preparing to engage in international trade or adversely affected by competition from imports.	Same as Standard 7(a) plus long-term financing for fixed assets used to produce products or services for export.
<b>Export Working Capital Program:</b> Single transaction or Revolving Working Capital lines of credit for exporters.	Same as Standard 7(a).	Short-term, working-capital for exporters. Can be single transaction or revolving. Standby Letters of Credit for export purposes.	Generally one year, but can be up to 3 years to match a single transaction cycle.	Established by lender. No SBA established maximums.	Short term revolving line of credit based on borrowing base or export purchase orders. Monthly interest payments; principal payments based on collection of foreign receivables.	Same as Standard 7(a) plus must have been in business for at least one year and preparing to engage in or increase international trade.	Same as Standard 7(a) plus provides working capital to American Exporters to perform on export transactions and/or finance export receivables. Ability to finance standby letters of credit for export purposes.
<b>CAPLines:</b> Four different Revolving Lines of Credit, aka Seasonal, Contract Builders, Working Capital	Same as Standard 7(a).	Finances: seasonal working capital needs, direct cost to perform assignable contracts, construction costs of structure for resale, or advances against existing inventory and receivables.	Up to 10 years.	Same as Standard 7(a).	Revolving line of credit with monthly interest and principal payments based on when the business receives the cash for doing the activity the loan proceeds financed.	Same as Standard 7(a) plus a business that needs the specialized proceeds this program offers.	Same as Standard 7(a) plus provides revolving working capital not otherwise available to perform on an assignable contract, to cover seasonal needs, to build or renovate personal or commercial space, and to obtain funds against existing current assets. Also structured to meet business needs.
<b>SBAExpress:</b> Lender approves the loan.	\$350,000.	Same as a Standard 7(a) or may be used for a revolving working capital line of credit.	Same as Standard 7(a) for term loans, Revolving lines of credit up to 7 years.	Loans \$350,000 or less: Prime + 6.5%.  Loans over \$50,000: Prime + 4.5%.	Same as Standard 7(a) except lender has more leeway to structure repayment under their own rules.	Same as Standard 7(a).	Same as Standard 7(a) plus Streamlined process; Easy-to-use line of credit and allows for a revolving feature which Standard 7(a) does not.

\*\* The SBA charges the lender a guaranty fee based on the loan's maturity and the dollar amount which is initially guaranteed. The lender can pass this expense to the borrower and loan proceeds can be used to reimburse the lender. The following chart explains the Agency's guaranty fee charges

**7(a) Loans, continued**

Program	Maximum Amount	Use of Proceeds	Maturity	Maximum Interest Rate	Structure	Who Qualifies	Benefit to Borrowers
<b>Export Express:</b> Lender approves the loan.	\$500,000.	Same as SBA Express plus can be used for Standby Letters of Credit for Export Purposes. Debt Refinance is not allowed.	Same as SBA Express.	Same as SBA Express.	Same as SBA Express.	Same as SBA express plus loan proceeds must be used to support export development activity.	Same as SBA Express plus provides lenders with a higher percentage guaranty which can encourage them to make more loans to finance export development activities of small businesses. Standby Letters of Credit are also authorized.
<b>Patriot Express:</b> Lender approves the loan.	\$500,000.	Same as Standard 7(a).	Same as Standard 7(a).	Same as Standard 7(a).	Same as SBA Express.	Same as Standard 7(a) plus must be owned & controlled by one or more of the following groups equaling at least 51% total ownership: veteran, active-duty military, reservist or National Guard member or spouse of any of these groups, or widowed spouse of service member or veteran who died during service or of service connected disability.	Same as SBA Express plus provides lenders with a higher percentage guaranty which can encourage them to make more loans to qualified businesses.
<b>Community Advantage:</b> Alternative Lenders assisting businesses located in areas with high needs.	\$250,000.	Same as Standard 7(a) except cannot be used to refinance loans made by or guaranteed by the Dept. of Agriculture or loans by SBA Micro-Lenders using their SBA intermediary loan.	Same as Standard 7(a).	Same as Standard 7(a) except allowable "Spread" is + 4% over the base rate.	Allows mission-oriented lenders focused on economic development in underserved markets to apply for 7(a) guaranty on loan they propose to make to an eligible small business.	Loan eligibility requirements are same as for Standard 7(a) loans, but the business should be located in an underserved market.	Borrowers in underserved markets get more choices on the types of lenders who can provide them financing if their financing needs an SBA guaranty and the technical assistance needs of the applicant are assessed by the lender.

**Non 7(a) Loans**

<b>504 Loans:</b> Fixed Asset Project Financing provided from three sources.	SBA portion up to \$5.0 million.	For the acquisition of long-term fixed-assets, refinancing long term fixed asset debt under certain conditions, and working capital on a limited basis.	Either 10 or 20 year term on the SBA/ CDC portion.	Check with local SBA District Office for current information.	Financing from 1. <i>The CDC Certified Development Company</i> 2. <i>Third Party Lenders</i> 3. <i>Applicant</i>	For profit businesses that do not exceed \$15.0 million in tangible net worth and do not have an average net income over \$5 million for the past 2 years.	Fees under 3 percent; long-term fixed rate; low down payment; full amortization; no balloons.
<b>Micro-Loans</b>	\$50,000 total to one small business borrower.	Furniture, fixtures, supplies, inventory, equipment, and working capital.	Shortest term possible, not to exceed 6 years.	Check with local SBA District Office for locations of locally available intermediary lenders and then check with them.	Loans through non-profit lending organizations; technical assistance also provided.	Same as 7(a) – plus loans can be made to non-profit day care businesses.	Direct loans from nonprofit intermediary lenders; Fixed-rate financing; Very small loan amounts; Technical assistance available.

**7(a) Guaranty Fee Reference Chart**

Gross Size of Loan	Fees	Notes
Loans of \$150,000 or less (See Note 1)	2% of guaranteed portion, Lender is authorized to retain	Maturities that exceed 12 months
\$150,001 to \$700,000	3% of guaranteed portion	Maturities that exceed 12 months
\$700,001 to \$5,000,000 (See Note 2)	3.5% of guaranteed portion up to \$1,000,000 PLUS 3.75% of the guaranteed portion over \$1,000,000	Maturities that exceed 12 months
Short Term Loans – up to \$5 million	0.25% of the guaranteed portion	Maturities of 12 months or less

NOTE 1: The guaranty fee on a \$100,000 loan with an 85% guaranty would be 2% of \$85,000 or \$1,700, of which the lender would retain \$425.

NOTE 2: The guaranty fee on a \$2,000,000 loan with a 75% guaranty (\$1.5 million guaranteed portion) would be, 3.5% of \$1,000,000 (\$35,000) PLUS 3.75% of \$500,000 (\$18,750), for a total of \$53,750

# MEET THE SBA 100

The U.S. Small Business Administration provides small businesses with the tools and the resources they need to grow and create jobs. This includes access to capital, opportunities in government contracting, and counseling and training—otherwise known as the “Three C’s” of capital, contracting, and counseling. Since its inception in 1953, the SBA has used the Three C’s to help millions of businesses, from shops on Main Street to high-growth, high-impact firms.

In August, 2011, the SBA announced the SBA 100. These one hundred businesses all used SBA products to grow, and since then, each one has created at least one hundred jobs—no small feat for a small business. You can find them at [www.sba.gov/100](http://www.sba.gov/100).

The SBA 100 is a cross section of the diverse array of businesses that stand to benefit from SBA products. Some of the businesses in the SBA 100 have grown to become household names. Others may not be familiar, but they are still cornerstones of their communities and drivers of job creation. There are businesses in a variety of industries, from construction, to food and beverage, to manufacturing. There are Main Street businesses—the shops and restaurants that we visit every day—as well as high-growth, high-impact firms that are transforming our economy. Each business received SBA support, in the form of capital, contracting, or counseling, before going on to create at least 100 jobs.

A few businesses in the SBA 100 worked with the SBA decades ago. For example, Columbia Sportswear used an SBA loan in 1970 to increase its production capacity. At the time, it had forty employees. Today Columbia Sportswear has over 3,000 employees and generates over \$1 billion dollars in revenue. Hard work and a little help from the SBA has made Columbia Sportswear into a global leader in outdoor apparel.

Meanwhile, one of the youngest companies in the SBA 100 is the Boathouse at Rockett’s Landing in Richmond, Virginia. Owner Kevin Healy got an SBA 7(a) loan in 2009 to renovate an old power plant on the James River to open up his second restaurant. He said the process was “quick, easy and painless and done within approximately 60 days.” His business has been growing steadily for the past two years, and the Boathouse at Rockett’s Landing now employs over 100 people.

The SBA 100 isn’t just businesses that have received SBA loans. In 1985, Qualcomm was a small company proving R&D to the federal government, but not for long. In 1989, the company received funding from the Small Business Innovation Research (SBIR) program to hire engineers and begin developing microchips. This funding gave them the freedom to innovate, explore, and transition from contract research to consumer applications. In twenty years, Qualcomm has gone from 35 people to a global workforce of 16,000 employees. The chip department initially funded by the SBIR program now makes up two-thirds of the company’s revenue.

There are also businesses that have benefited from SBA’s support for small business contracting. Missouri’s World Wide Technology (WWT) enrolled in SBA’s 8(a) Business Development program in 1992. The 8(a) program gave the company the tools it needed to compete for and win government contracts. Now, WWT has over 1,300 employees in 48 states and six countries, and its sales exceed \$68 million.

The fact is, the SBA has something to offer, no matter what kind of support you need or what kind of business you own. Whether you’re just starting out, or you have been in business for decades, the SBA can help you take your business to the next level. If you own a restaurant on Main Street, you can get a loan to expand. If you own a high-growth firm, you can get the investment capital you need. If you are looking to get into government contracting, SBA can help you get started. And for every business, SBA counselors are standing by to help you along the way.

This Resource Guide is a great place to learn more. In here, you can find details on all of SBA’s programs, from loans and capital, to contracting and counseling. You can also find SBA online at [www.sba.gov](http://www.sba.gov). SBA recently revamped its website, making the information and resources you need much easier to find. Meanwhile, the SBA online Community, which you can find at [community.sba.gov](http://community.sba.gov), puts the advice of thousands of small business owners like you at your fingertips. You can also visit [www.sba.gov/direct](http://www.sba.gov/direct) to find your SBA district office or local resource partner.

Thanks for reading, and we’ll see you soon.



# CONTRACTING

## Applying for Government Contracts



The U.S. government is the largest single purchaser of goods and services in the world, buying everything from armored tanks to paper clips. Every year, the federal government awards more than \$500 billion in contracts, and a significant share of those contracts are specifically allotted to small businesses.

The Small Business Administration (SBA) works with agencies to award at least 23 percent of all prime government contracts to small businesses, with specific statutory goals for small disadvantaged businesses (SDV), businesses that are women-owned (WO) or service-disabled veteran-owned (SDVOSB), or businesses that are located in historically underutilized business zones (HUBZone).

The agency ensures that small businesses have access to long-lasting development opportunities, which means working with small businesses to help them stay competitive, as well as encouraging federal agencies to award more contracts to small businesses. The SBA features outreach programs, matchmaking events, and online training opportunities; and helps agencies identify opportunities for small businesses.

## HOW GOVERNMENT CONTRACTING WORKS

### Sealed bidding vs. Negotiation

There are two methods the government uses to purchase goods and services, sealed bidding and negotiation. The first method, sealed bidding, involves issuing an invitation for bid by a procuring agency. Under the sealed bidding method, a contract is awarded to a responsible bidder who bid, conforming to the invitation for bids, will be most advantageous to the Government, considering only price and the price related factors included in the invitation for bid. The second method, negotiation, involves issuing a request for proposal

(RFP) or request for quotation (RFQ). The business with the best proposal in terms of technical content, best value, price and other factors generally wins the contract.

### Types of Contracts

Firm fixed price contracts place the full responsibility for the costs and risk of loss on the contractor. Firm fixed price contracts do not permit any adjustment on the basis of the contractor's costs during the performance of the contract. It provides maximum incentive for the contractor to control costs and perform effectively and imposes a minimum administrative burden upon the contracting parties. This type of contract is used in all sealed bid and some negotiated procurements.

Cost reimbursement contracts provide for the payment of allowable costs incurred by the contractor, to the extent stated in the contract. The contract establishes a ceiling price, above which a contractor may not exceed without the approval of the contracting officer. Cost reimbursement contracts are used in research and development contracts.

Some contracts do not fit neatly into these two categories, such as time and material contracts (prices for hourly wages are fixed but the hours are estimated) and letter contracts (authorizes a contractor to begin work on an urgent requirement).

SBA has two employees performing Procurement Center Representative duties in New Jersey:

#### Michael Cecere

U.S. Army RDECOM-ARDEC  
ATTN: SBA, Bldg. 1610  
Picatinny Arsenal, NJ 07806  
973-724-6574

#### Larry Hansen

Naval Air Warfare Center Aircraft Division  
U.S. Small Business Administration  
Rm. 133, Bld. 120-S, Hwy. 547  
Lakehurst, NJ 08733  
732- 323-2216

### Small Business Set-Asides

A "set-aside" for small businesses reserves an acquisition exclusively for small business participation. There are two ways in which set-asides can be determined. First, if an acquisition of goods or services has an anticipated dollar value of at least \$3,000 but not exceeding \$150,000, it is automatically reserved for small businesses. The acquisition will be set aside only if the contracting officer determines there are two or more responsible small businesses that are competitive in terms of market prices, quality and delivery. Second, if an acquisition of goods or services is more than \$150,000, and if it's likely offers will be obtained from at least two responsible small businesses, and if awards will be made at fair market prices, the acquisition is reserved for exclusively for small business. Reasonable expectations of small business competition may be evaluated using past acquisition history of an item or similar items.

There are several exceptions and unique rules for specific kinds of small businesses and industries. For Research and Development (R&D) small business set-asides, there must be reasonable expectation of obtaining from small businesses the best scientific and technological sources consistent with the demands of the proposed acquisition. For small business set-asides other than for construction services, any business proposing to furnish a product that it did not manufacture must furnish the product of a small business manufacturer unless the SBA has granted either a waiver or exception to this requirement. In industries where the SBA finds that there are no small business manufacturers, it may issue a waiver to the non-manufacturer rule. Waivers permit small businesses to provide any domestic firm's product.

### Subcontracting

Subcontracting opportunities are a great resource for small businesses, especially to those not ready to bid as prime contractors. Experience gained from subcontracting with a federal prime contractor can better prepare businesses to bid for prime contracts.

Current regulations stipulate for contracts offering subcontracting opportunities over \$650,000 for goods and services, or \$1.5 million for

## What You Should Know About Your Business

To be eligible to bid on a federal contract, you must know your business. Answer the following three questions:

### 1. Are you a small business?

Is your small business:

- Organized for profit?
- Located in the U.S.?
- Operated primarily within the U.S. or making a significant contribution to the U.S. economy through payment of taxes or use of American products, materials, or labor?
- Independently owned and operated?
- Not dominant in the field of operation in which it is bidding for government contracts?
- A sole proprietorship, partnership, corporation, or any other legal form?

If the first six criteria apply to your business, ask yourself the second important question to find out if your business meets size standard requirements.

### 2. What is the size standard for your business?

Size standards are used to determine whether a business is small or "other than small." Size standards vary depending upon the industry. To determine the size standard for your business, you will need a NAICS code. Every federal agency uses these codes when considering your business. To determine your NAICS code, go to [www.census.gov/eos/www/naics/](http://www.census.gov/eos/www/naics/).

Some SBA programs require their own unique size standards. To find out more about these requirements and other size standard information, go to

construction, large business prime contractors must offer maximum practicable subcontracting opportunities to small businesses. Large business prime contractors must submit a subcontracting plan describing how they will successfully subcontract to small businesses.

To find subcontracting opportunities, a list of Federal prime solicitations are listed under the U.S. Small Business Administration Subcontracting Network (SUBNET) <http://web.sba.gov/subnet/search/index.cfm> and [www.gsa.gov/portal/content/101195](http://www.gsa.gov/portal/content/101195) General Services Administration (GSA). Research the list of prime contractors and determine which are best suited for your business. Develop a marketing strategy, and then contact the Small Business Liaison Officer (SBLO) listed for each prime to schedule an appointment.

[www.sba.gov/size](http://www.sba.gov/size).

### 3. Do you fall under a specific certification?

Under the umbrella of "small business," SBA has outlined several specific certifications that businesses may fall under. These certifications are divided into two categories: SBA-Certified and Self-Certified.

The SBA-Certified Programs were created to assist specific businesses in securing federal contracts and therefore can only be issued by SBA administrators. For the Self-Certified Programs, you can determine for yourself if your business meets the requirements by referring to the Federal Acquisition Regulations (FAR).

Just as Congress has given federal agencies a goal of procuring 23 percent of federal contracts from small businesses, so too must federal agencies meet specific contracting goals for other categories of small firms.

These goals are:

- 23 percent of contracts from Small Businesses
- 5 percent of contracts go to Small Disadvantaged Businesses
- 5 percent go to Women-Owned Small Businesses
- 3 percent go to Service-Disabled Veteran-Owned Small Businesses
- 3 percent go to HUBZone Small Businesses

Federal agencies have a strong incentive to fulfill these contracting goals. You should apply for those SBA-Certified and Self-Certified programs for which you qualify to take advantage of contracting opportunities.

SBA has two employees performing Commercial Market Representative duties in New Jersey:

#### Andrew Zuber

U.S. Army RDECOM-ARDEC  
ATTN: SBA, Bldg. 1610  
Picatinny Arsenal, NJ 07806  
973-724-6960

#### Larry Hansen

Naval Air Warfare Center Aircraft Division  
U.S. Small Business Administration  
Rm. 133, Bldg. 120-S, Hwy. 547  
Lakehurst, NJ 08733  
732- 323-2216

## SBA CONTRACTING PROGRAMS HUBZONE

The Historically Underutilized Business Zones (HUBZone) program helps small businesses located in

distressed urban and rural communities, gain access to federal set-aside contracts and sole source contracts, as well as a price evaluation preference in full and open contract competitions. There is a statutory requirement that HUBZone small business concerns be awarded not less than 3 percent of the total value of all prime contract awards. The HUBZone program also establishes preference for award of federal contracts to small businesses in these areas. To qualify for the program, a business (except those that are tribally-owned) must meet the following criteria:

- It must be a small business by SBA size standards
- It must be owned and controlled at least 51 percent by U.S. citizens, or a Community Development Corporation (CDC), an agricultural cooperative, or an Indian tribe
- Its principal office must be located within a "Historically Underutilized Business Zone," which includes lands considered "Indian Country" and military facilities closed by the Base Realignment and Closure Act
- At least 35 percent of its employees must reside in a HUBZone.

Existing businesses that choose to move to qualified areas are eligible to apply for certification. To fulfill the requirement that 35 percent of a HUBZone firm's employees reside in a HUBZone, employees must live in a primary residence at a place for at least 180 days, or as a currently registered voter, and with intent to live there indefinitely.

### SBA is responsible for:

- Determining whether or not individual concerns are qualified HUBZone small business concerns;
- Maintaining a list of qualified HUBZone small business concerns for use by acquisition agencies in awarding contracts under the program;
- Adjudicating protests and appeals of eligibility to receive HUBZone contracts.

For additional information, visit [www.sba.gov/hubzone](http://www.sba.gov/hubzone).

## 8(a) BUSINESS DEVELOPMENT PROGRAM

The 8(a) Business Development program is a nine year program established to assist eligible socially and economically disadvantaged individuals develop and grow their businesses. Business development assistance includes one-to-one counseling, training workshops, and other management and technical guidance. There is a statutory requirement that small disadvantaged business concerns be awarded not less than 5 percent of the total value of all



prime contract awards. All firms that become eligible for SBA's 8(a) business development assistance are also considered small disadvantaged business concerns for federal contracting. To be eligible for the 8(a) Business Development program, a business must meet the following criteria:

- It must be a small business by SBA size standards;
- It must be owned (at least 51 percent) by one or more individuals who qualify as socially and economically disadvantaged, and who are US citizens of good character;
- It must be controlled, managed, and operated by one or more individuals who qualify as disadvantaged, and;
- It must demonstrate potential for success (generally by being in business for at least two full years) before applying.

Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual capabilities. The following individuals are presumed to be socially disadvantaged: Black Americans, Native Americans, Alaska Natives or Native Hawaiians, Hispanic Americans, Asian Pacific Americans, and Subcontinent Asian Americans. An individual who is not a member of one of these groups must establish individual social disadvantage by a preponderance of evidence. Economically disadvantaged individuals are socially disadvantaged individuals whose ability to compete in the free-enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same or similar line of business who are not socially disadvantaged.

Firms owned by Alaska Native Corporations, Indian Tribes, Native Hawaiian Organizations, and Community Development Corporations can also apply to the SBA for 8(a) business development assistance.

So that approved firms can obtain training, counseling, and business development assistance, SBA designates a staff person at a local SBA District Office, geographically near the business. **SBA is responsible for:**

- Determining whether a business qualifies for the 8(a) Business Development program
- Determining whether a business continues to qualify, during the nine-year term.
- Approving Mentor/Protégé agreements between 8(a) firms and large businesses.

For additional information, visit [www.sba.gov/8a](http://www.sba.gov/8a).



## SMALL DISADVANTAGED BUSINESS

A Small Disadvantaged Business (SDB) is defined as a small business that is at least 51 percent owned and controlled by one or more individuals who are socially and economically disadvantaged.

There is a federal government-wide goal of awarding at least 5 percent of prime contracting dollars to SDBs each year. Large prime contractors must also establish a subcontracting goal for SDBs in their Subcontracting Plans.

Firms self-certify as SDB without submitting any application to SBA; however, firms approved by SBA into the 8(a) Business Development program are automatically certified as an SDB. To self-certify, firms should update their CCR profiles and update their ORCA profiles, making sure that both profiles reflect their SDB status.

## SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS

The Service-Disabled Veteran-Owned Small Business (SDVOSB) program has a federal government-wide goal of awarding at least 3 percent of prime and subcontracting dollars to Service-Disabled Veteran-Owned Small Businesses each year. Large prime contractors must also establish a subcontracting goal for Veteran-Owned Small Businesses in their Subcontracting Plans. These subcontracting goals are reviewed at time of proposal by both the contracting officer and SBA prior to the award of a contract.

The SDVOSB Protest is administered by SBA to ensure that only businesses owned by service-disabled veterans receive contracts reserved exclusively for them. When a business's SDVOSB self-certification is challenged, SBA

determines if the business meets the status, ownership, and control requirements.

To determine your eligibility, contact your local veterans' business development officer, visit the various program websites, or contact SBA's Office of Veterans Business Development at [www.sba.gov/about-offices-content/1/2985](http://www.sba.gov/about-offices-content/1/2985).

## WOMEN-OWNED SMALL BUSINESS FEDERAL CONTRACT PROGRAM

On October 7, 2010, the SBA published a final rule effective February 4, 2011, aimed at expanding federal contracting opportunities for women-owned small businesses. The Women-Owned Small Business (WOSB) Federal Contract program authorizes contracting officers to set aside certain federal contracts for eligible women-owned businesses and economically disadvantaged women-owned small businesses.

To be eligible, a firm must be at least 51 percent owned or controlled by one or more women. The women must be U.S. citizens. The firm must be "small" in its primary industry in accordance with SBA's size standards for that industry. To be deemed "economically disadvantaged" its owners must demonstrate economic disadvantage in accordance with the requirements set forth in the final rule. For additional information, visit [www.sba.gov/content/contracting-opportunities-women-owned-small-businesses](http://www.sba.gov/content/contracting-opportunities-women-owned-small-businesses).

Large prime contractors must also establish a subcontracting goal for Woman-Owned Small Businesses in their Subcontracting Plans. These subcontracting goals are reviewed at time of proposal by both the contracting officer and SBA prior to the award of a contract.



# GETTING STARTED IN CONTRACTING

Once you have identified the important information regarding your business, it is time to start the process of procuring a government contract.

## 1. Identify your DUNS (Data Universal Numbering System) number

To register your business, obtain a DUNS number used to identify and track millions of businesses. You can obtain your free DUNS number when registering with the CCR (Central Contractor Registration) at [www.ccr.gov](http://www.ccr.gov) or by contacting Dun & Bradstreet at [www.dnb.com](http://www.dnb.com).

## 2. Identify your EIN (Employer Identification Number)

An EIN, otherwise known as a federal tax identification number, is generally required of all businesses. For more information, go to [www.irs.gov](http://www.irs.gov).

## 3. Identify your NAICS (North American Industry Classification) codes

The NAICS codes are used to classify the industry a particular business occupies. You will need at least one NAICS code to complete your registration, but be sure to list as many as apply. You may also add or change NAICS codes at any time. To find NAICS code, visit [www.census.gov/eos/www/naics/](http://www.census.gov/eos/www/naics/).

## 4. Identify your SIC (Standard Industrial Classification) codes

The SIC codes are four-digit numbers that are used to classify the industry a particular business occupies. While NAICS codes have largely replaced SIC codes, you will still need to provide your SIC code. SIC codes can be found at [www.osha.gov/pls/imis/sicsearch.html](http://www.osha.gov/pls/imis/sicsearch.html).

## 5. Register with the CCR (Central Contractor Registration)

The CCR is an online federal government-maintained database of companies wanting to do business with the federal government. Agencies search

the database for prospective vendors. The CCR is at [www.ccr.gov](http://www.ccr.gov).

After completing registration, you will be asked to enter your small business profile information through the SBA Supplemental Page. The information will be displayed in the Dynamic Small Business Search.

Creating a profile in CCR and keeping it current ensures your firm has access to federal contracting opportunities. Entering your small business profile, including your business information and key word description, allows contracting officers, prime contractors, and buyers from state and local governments to learn about your company.

## 6. Use ORCA (Online Representations and Certifications Application)

Prospective contractors must complete (electronically or through submission of paperwork) representations and certifications for small business size and program status as part of the process that registers the business for federal contracting opportunities. To make this process easier for everyone involved, the government developed ORCA, where generally, businesses can complete all of the paperwork online. To begin this process, first register your firm in CCR, then go to [www.orca.bpn.gov](http://www.orca.bpn.gov).

## 7. Register with the GSA Schedule

The GSA (General Services Administration) Multiple Award Schedule (aka Federal Supply Schedule) is used by GSA to establish long-term, government-wide contracts with commercial firms. Once these contracts are established, government agencies can order the supplies and services they need directly from the firms through the use of an online shopping tool. Becoming a GSA schedule contractor increases your opportunity for contracts across all levels

of government. Businesses interested in becoming GSA schedule contractors should review the information available at [www.gsa.gov/schedules](http://www.gsa.gov/schedules).

## 8. Make Sure Your Business is Financially Sound

This critical step is absolutely necessary to make sure that your business is financially prepared for the journey ahead. Even if you are able to obtain a government contract, you will not be receiving all of the money at once. It helps to have a clear plan of how your business will stage the benefits of the contract.

## 9. Search FedBizOpps for contracting opportunities

Federal Business Opportunities, or FedBizOpps, is an online service operated by the federal government that announces available business opportunities. FedBizOpps helps identify the needs of federal agencies and available contracting opportunities. To begin searching for contracting opportunities, go to [www.fbo.gov](http://www.fbo.gov).

## 10. Marketing Your Business

Registering your business is not enough to obtain a federal contract; you will need to market your business to attract federal agencies. Tips for good marketing are:

- Determine which federal agencies buy your product or service, and get to know them;
- Identify the contracting procedures of those agencies;
- Focus on opportunities in your niche and prioritize them.

Although not required, you may want to obtain a PSC (Product Services Code) and/or a FSC (Federal Supply Classification). These codes provide additional information about the services and products your business offers.

## ADDITIONAL PROCUREMENT RESOURCES

The following federal procurement resources may also be of assistance:

- **The Certificates of Competency program** allows a small business, that is the apparent successful offeror, to appeal a contracting officer's non-responsibility determination that it is unable to fulfill the requirements of a specific government contract. The SBA will conduct a detailed review of the firm's technical and financial capabilities to perform on the contract. If the business demonstrates the capability to perform, the SBA issues a Certificate of Competency to the contracting officer, requiring award of that contract to the small

business.

- **PCRs (Procurement Center Representatives) and CMRs (Commercial Marketing Representatives):** PCRs work to increase the small business share of federal procurement awards. CMRs offer many services to small businesses, including counseling on how to obtain subcontracts. To find a PCR or CMR near you, go to [www.sba.gov/sba-direct](http://www.sba.gov/sba-direct).
- **PTACs (Procurement Technical Assistance Centers):** PTACs provide assistance to businesses that want to sell products and services to federal, state, and/or local

government. To find a PTAC in your state, go to [www.dla.mil/SmallBusiness/Pages/ptap.aspx](http://www.dla.mil/SmallBusiness/Pages/ptap.aspx).

- **Department of Defense** (The DoD is the largest purchaser of goods from small businesses): [www.acq.osd.mil/sadbu](http://www.acq.osd.mil/sadbu)
- **Office of Federal Procurement Policy:** [www.whitehouse.gov/omb/procurement](http://www.whitehouse.gov/omb/procurement)
- **Acquisition Forecast:** [www.acquisition.gov/comp/procurement\\_forecasts/index.html](http://www.acquisition.gov/comp/procurement_forecasts/index.html)
- **Federal Supply Schedule (FSS):** [www.gsa.gov](http://www.gsa.gov)
- **GSA Center for Acquisition Excellence:** [www.gsa.gov/portal/content/103487](http://www.gsa.gov/portal/content/103487)

# SBA DISASTER ASSISTANCE

## Knowing the Types of Assistance Available for Recovery

**T**he Disaster Assistance Program is SBA's largest direct loan program, and the only form of SBA assistance not limited to small businesses. SBA is responsible for providing affordable, timely and accessible financial assistance to homeowners, renters, businesses of all sizes and private, nonprofit organizations following declared disasters. By law, governmental units and agricultural enterprises are ineligible.

The SBA offers two types of disaster loans—Physical and Economic Injury Disaster Loans.

**Home Physical Disaster Loans** up to \$200,000 are available to eligible homeowners to repair or replace to its pre-disaster condition damaged or destroyed real estate not fully covered by insurance. Renters and homeowners alike may borrow up to \$40,000 to repair or replace clothing, furniture, cars, appliances, etc., that was damaged or destroyed in the disaster.

**Business Physical Disaster Loans** up to \$2 million are available to qualified businesses or private, nonprofit organizations of any size to help restore or replace damaged real estate, inventory, machinery, equipment and other business assets to its pre-disaster condition.

The SBA can also lend additional funds to homeowners and businesses to help with the cost of making improvements that protect, prevent or minimize the same type of disaster damage from occurring again.

**Economic Injury Disaster Loans (EIDLs)** are working capital loans available to qualified small businesses, private nonprofit organizations of all sizes and small agricultural cooperatives that suffered financial losses because of the disaster, regardless of physical damage. The SBA can loan up to \$2 million to provide the necessary working capital to help small businesses pay fixed debts, payroll, accounts payable and other bills that could have been covered had the disaster not occurred. The loan is not intended to replace lost sales or profits. The combined limit for economic injury and physical damage assistance for businesses is \$2 million.

**Military Reservist Economic Injury Disaster Loans (MREIDLs)** are working capital loans for small businesses adversely affected when an essential employee is called up to active duty by the National Guard or Reserves. An "essential employee" is defined as an individual (whether or not the owner of the small business) whose managerial or technical skill is critical to the successfully daily operation of the business. The loan limit is \$2 million, and the funds may be used to pay necessary operating expenses as they mature until operations return to normal after the essential employee is released from active military duty. The MREIDLs cannot be used to replace lost profits.

For all disaster loans, SBA can only approve loans to applicants having a credit history acceptable to SBA and who also show the ability to repay the loans. The loan terms are established in accordance with the borrower's repayment ability. The law gives SBA several powerful tools to make disaster loans affordable: low-interest rates (around 4 percent), long-terms (up to 30 years), and refinancing of prior liens (in some cases). As required by law, the interest rate for each loan is based on SBA's determination of whether the applicant has credit available elsewhere (the ability to borrow or use their own resources to recover after the disaster).

More information on all of SBA's disaster assistance programs, including information for military reservists, is available at [www.sba.gov/disaster](http://www.sba.gov/disaster).

### Disaster Preparedness

For small businesses, surviving a disaster doesn't begin with clearing the debris and returning to work.

With proper planning, surviving begins long before the disaster strikes—or before active-duty orders are received. Your planning should include insurance coverage, emergency power, protection of company records, fire safety, medical emergencies, taking care of your employees and continuity planning—how your business will continue during and after the emergency or disaster.

Starting is as easy as clicking on the disaster preparedness page of SBA's website at [www.sba.gov/content/disaster-preparedness](http://www.sba.gov/content/disaster-preparedness).

The page provides links to resources to help you put together your own emergency plan, preparedness tips, and fact sheets about SBA recovery assistance for homeowners, renters, businesses of all sizes and private, nonprofit organizations.

Additionally, to help small businesses with their preparedness planning, SBA has teamed up with Agility Recovery Solutions to offer business continuity strategies for entrepreneurs via their "PrepareMyBusiness" website. In addition to offering practical disaster preparedness tips, Agility is the co-host (with SBA) of a monthly disaster planning webinar for business owners. Previous webinar topics have included discussions on crisis communications, testing your recovery plan, and using social media to enhance business recovery. Visit [www.preparemybusiness.org](http://www.preparemybusiness.org) to get the schedule for future webinars, view archived webinars, and for more disaster planning tips.

As small businesses are leading America's economic recovery, many of them are investing time and money into their plans to grow and create jobs. Developing a strong disaster preparedness plan should be a critical and integral piece of those efforts. Planning for a disaster is the best way of limiting its effects.

### Additional Resources

The SBA has partnered with the American Red Cross to increase awareness in the business community about the Red Cross Ready Rating™ program. Ready Rating ([www.readyrating.org](http://www.readyrating.org)) is a free, self-paced, web-based membership program that helps a business measure its ability to deal with emergencies, and gives customized feedback on how to improve those efforts.

Additional information on developing an emergency plan is available at the federal government's preparedness website [www.ready.gov](http://www.ready.gov).

The Institute for Business and Home Safety ([www.disastersafety.org](http://www.disastersafety.org)) has useful tips on protecting your home or business.

# ADVOCACY AND OMBUDSMAN

Watching out for small business interests



## OFFICE OF ADVOCACY

The SBA's Office of Advocacy, the "small business watchdog" of the government, examines the role and status of small business in the economy and independently represents the views of small business to federal agencies, Congress, the President and federal appellate courts as friends of the court. Advocacy compiles and interprets statistics on small business and is the primary entity within the federal government to disseminate small business data.

Headed by the Chief Counsel for Advocacy, the office also funds outside research of small business issues and produces numerous publications to inform policy makers about the important role of small business in the economy and the impact of government policies on small business. In addition, the office monitors federal agency compliance with the Regulatory Flexibility Act – the law that requires agencies to analyze the impact of their proposed regulations on small entities (including small businesses, small governmental jurisdictions and small

nonprofit organizations), and consider regulatory alternatives that minimize the economic burden on small entities.

Advocacy's mission is enhanced by a team of regional advocates, located in the SBA's 10 regions. They are Advocacy's direct link to small business owners, state and local government entities, and organizations that support the interests of small entities. The regional advocates help identify regulatory concerns of small business by monitoring the impact of federal and state policies at the grassroots level.

Learn more about the Office of Advocacy at [www.sba.gov/advocacy](http://www.sba.gov/advocacy).

## OFFICE OF THE NATIONAL OMBUDSMAN

If excessive fines, penalties or unfair regulatory enforcement by federal agencies are problems for your small business, you have a voice in Washington, D.C., through the SBA's Office of the National Ombudsman.

The Ombudsman receives comments regarding federal regulatory enforcement from small business

owners, nonprofit organizations and small government entities. Comments are forwarded to federal agencies for review, and in some cases fines may be lowered or eliminated and decisions changed in favor of the small business owners. Each year the National Ombudsman files a report with the U.S. Congress on the responsiveness of federal agencies regarding their actions of regulatory and compliance enforcement on small businesses.

To request help, send the National Ombudsman a complete Federal Agency Comment Form. You may do this by fax at 202-481-5719; online at the Ombudsman's Web page:

[www.sba.gov/ombudsman](http://www.sba.gov/ombudsman); or by mail at 409 Third Street S.W., Mail Code 2120, Washington, DC 20416.

The Ombudsman also coordinates 10 Regional Regulatory Fairness Boards which meet regularly to receive comments about federal regulations affecting small businesses.

Learn more about the National Ombudsman at [www.sba.gov/ombudsman](http://www.sba.gov/ombudsman) or call 888-REG-FAIR.



# ADDITIONAL RESOURCES

## Taking care of start up logistics



**E**ven if you are running a small home-based business, you will have to comply with many of the local, state, and federal regulations. Avoid the temptation to ignore regulatory details. Doing so may avert some red tape in the short term, but could be an obstacle as your business grows. Taking the time to research the applicable regulations is as important as knowing your market. Bear in mind that regulations vary by industry. If you're in the food-service business, for example, you will have to deal with the health department. If you use chemical solvents, you will have environmental compliances to meet. Carefully investigate the regulations that affect your industry. Being out of compliance could leave you unprotected legally, lead to expensive penalties and jeopardize your business.

### The New Jersey Business Action Center

The center serves as a "one-stop" shop for business, providing professional and coordinated assistance to businesses in the resolution of permit applications, licenses, certificates and other business-related approvals. The Business Action Center also plays a key role in helping retain and attract business to New Jersey. The New Jersey Business Action Center is an essential resource for any business seeking to do business in New Jersey. Simply put, the center can save your business valuable time and money by working as an extension of your team for site selection services, financial solutions and permitting assistance. For more information, call 866-534-7789 or visit [www.NewJerseyBusiness.gov](http://www.NewJerseyBusiness.gov).

### Business Organization

There are many forms of legal structure you may choose for your business. Each legal structure offers organizational options with different tax and liability issues. We suggest you research each legal structure thoroughly and consult a tax accountant and/or attorney prior to making your decision.

### Business Registration

Anyone establishing a business in the State of New Jersey must register their business with the NJ Division of Revenue. Registration is required to be filed at least 15 business days prior to the day the business opens. Individuals registering a business should obtain a New Jersey Business Registration Package from the New Jersey Department of the Treasury, Division of Revenue. The package contains information and forms that you will need to register your business with the State of New Jersey, Division of Revenue. By completing and filing a NJ-REG with the Division of Revenue, a business will be registered for applicable taxes and related liabilities that are administered by the Department of Labor, Division of Taxation and formerly those of the Secretary of State. For additional information and to obtain forms, you may visit the New Jersey Business Gateway Registry Services' website at: <http://www.state.nj.us/njbgs>.

For information on new business entity formation and registration, contact:

#### NJ Department of the Treasury

Division of Revenue  
Corporate Filing Unit  
33 W. State St./P.O. Box 308  
Trenton, NJ 08608  
609-292-9292  
[www.state.nj.us/treasury/revenue/](http://www.state.nj.us/treasury/revenue/)

### BUSINESS LICENSES

There are many types of licenses, both state and local as well as professional. Depending on what you do and where you plan to operate, your business may be required to have various state and/or municipal licenses, certificates or permits.

Licenses are typically administered by a variety of state and local departments. Consult your state or local government for assistance.

### NJ Business Services Center

If you are a new or existing business owner and need assistance with the regulatory and permitting process, or need additional information or assistance with licensing, registration, certification requirements or compliance issues, you should contact the NJ Business Services Center. Calling 866-534-7789 connects you to professional call center agents who will quickly direct callers to the appropriate office or other state agency. Call center agents provide businesses with information concerning any business or tourism related issue.

### FICTITIOUS BUSINESS NAME

Registering your business name, after doing a search to make sure that it is not already in use, protects you from others who might want to use the same name. For more information, contact the county clerk's office in the county where your business is based. If you are a corporation, you'll need to check with the state or contact:

#### Division of Revenue Business Services Office

NJ Department of the Treasury  
Division of Revenue  
225 W. State St./P.O. Box 308  
Trenton, NY 08625-0308  
609-292-9292  
[www.state.nj.us/treasury/revenue/  
checkbusiness.htm](http://www.state.nj.us/treasury/revenue/checkbusiness.htm)

### BUSINESS INSURANCE

Like home insurance, business insurance protects your business against fire, theft and other losses. Contact your insurance agent or broker. It is prudent for any business to purchase a number of basic types of insurance. Some types of coverage are required by law, others simply make good business sense. The types of insurance listed below are

among the most commonly used and are merely a starting point for evaluating the needs of your business.

**Liability Insurance** – Businesses may incur various forms of liability in conducting their normal activities. One of the most common types is product liability, which may be incurred when a customer suffers harm from using the business product. There are many other types of liability, which are frequently related to specific industries. Liability law is constantly changing. An analysis of your liability insurance needs by a competent professional is vital in determining an adequate and appropriate level of protection for your business.

**Property** – There are many different types of property insurance and levels of coverage available. It is important to determine the property you need to insure for the continuation of your business and the level of insurance you need to replace or rebuild. You must also understand the terms of the insurance, including any limitations or waivers of coverage.

**Business Interruption** – While property insurance may pay enough to replace damaged or destroyed equipment or buildings, how will you pay costs such as taxes, utilities and other continuing expenses during the period between when the damage occurs and when the property is replaced? Business Interruption (or “business income”) insurance can provide sufficient funds to pay your fixed expenses during a period of time when your business is not operational.

**“Key Man”** – If you (and/or any other individual) are so critical to the operation of your business that it cannot continue in the event of your illness or death, you should consider “key man” insurance. This type of policy is frequently required by banks or government loan programs. It also can be used to provide continuity in operations during a period of ownership transition caused by the death, incapacitation or absence due to a Title 10 military activation of an owner or other “key” employee.

**Automobile** – It is obvious that a vehicle owned by your business should be insured for both liability and replacement purposes. What is less obvious is that you may need special insurance (called “non-owned automobile coverage”) if you use your personal vehicle on company business. This policy covers the business’ liability for any damage which may result for such usage.

**Officer and Director** – Under most state laws, officers and directors of a corporation may become personally liable for their actions on behalf of the company. This type of policy covers this liability.

**Home Office** – If you are establishing an office in your home, it is a good idea to contact your homeowners’ insurance company to update your policy to include coverage for office equipment. This coverage is not automatically included in a standard homeowner’s policy.

## TAXES

Taxes are an important and complex aspect of owning and operating a successful business. Your accountant, payroll person, or tax advisor may be very knowledgeable, but there are still many facets of tax law that you should know. The Internal Revenue Service is a great source for tax information. Small Business/Self-Employed Tax Center: [www.irs.gov/businesses/small/index.html](http://www.irs.gov/businesses/small/index.html)

When you are running a business, you don’t need to be a tax expert. However, you do need some tax basics. IRS Small Business/Self-Employed Tax Center gives you the information you need to stay tax compliant so your business can thrive.

Small Business Forms and Publications [www.irs.gov/businesses/small/article/0,,id=99200,00.html](http://www.irs.gov/businesses/small/article/0,,id=99200,00.html)

Download multiple small business and self-employed forms and publications.

## FEDERAL PAYROLL TAX (EIN NUMBERS)

An Employer Identification Number (EIN), also known as a Federal Employer Identification Number (FEIN), is used to identify a business entity. Generally, businesses need an EIN to pay federal withholding tax.

You may apply for an EIN in various ways, one of which is to apply online. [www.irs.gov/businesses/small/article/0,,id=102767,00.html](http://www.irs.gov/businesses/small/article/0,,id=102767,00.html). This is a free service offered by the Internal Revenue Service. Call 800-829-1040 if you have questions. You must check with your state to determine if you need a state number or charter.

## FEDERAL SELF-EMPLOYMENT TAX

Every employee must pay Social Security and Medicare coverage. If you are self-employed, your contributions are made through the self-employment tax.

The IRS has publications, counselors and workshops available to help you sort it out. For more information, contact the IRS at 800-829-1040 or [www.irs.gov](http://www.irs.gov).

## State Taxes

If you are doing business in New Jersey, you must register for tax purposes by completing Form NJ-REG, which is contained in the Business Registration Packet. Once you have registered, your business will receive forms, returns, instructions, certificates and other information required for on-going compliance with New Jersey State taxes. Many of the filings for the business will be able to be completed online.

The identification number used for the business is usually the federal identification number (FEIN). All corporations and businesses with employees must have a Federal Employer Identification number. A sole proprietorship or partnership can use the social security number of the owner if there are no employees.

You can register online at: [www.state.nj.us/treasury/revenue/gettingregistered.shtml](http://www.state.nj.us/treasury/revenue/gettingregistered.shtml) or submit the registration form to: **State of New Jersey**

Division of Revenue  
225 W. State St.  
Trenton, NJ 08608-1001

For questions regarding registering or updating your registration information, contact the Client Registration activity for assistance at 609-292-9292.

## Payroll Taxes

Any business with employees of any type must comply with federal and state payroll requirements. This is true even if you are the sole employee of a corporation which you own. It is critical that you understand the various deadlines and requirements, or that you use the services of someone who does. If you start a business and employ one or more individuals and pay wages of \$1,000 or more in a calendar year, you may be subject to the law. You should notify the Division of Revenue so that a determination can be made as to whether or not you are subject to the law. For additional information, contact the New Jersey Division of Taxation at 609-292-6400.

## Sales Tax

The New Jersey Sales and Use Tax Act imposes a tax of 7 percent upon the receipts from every retail sale of tangible personal property and the sales of certain services, except as otherwise provided in the act. In addition, most services performed upon tangible

personal property are taxable unless they are specifically exempted by law. It is the responsibility of the business to collect this tax, keep accurate records and remit the funds according to established guidelines. As a vendor of taxable goods and services, you are required to be registered with the State of New Jersey and to display your Certificate of Authority for Sales Tax, Form CA-1 at your business location. Failure to comply with the sales tax requirements can result in serious financial consequences for the business. For information on Sales Tax issues, contact the NJ Division of Taxation Customer Service Center at 609-292-6400. For a copy of the New Jersey Sales Tax Guide visit the NJ Division of Taxation website at: <http://www.state.nj.us/treasury/taxation/pdf/pubs/sales/su4.pdf>

## SALES TAX EXEMPTION CERTIFICATE

If you plan to sell products, you will need a Sales Tax Exemption Certificate. It allows you to purchase inventory, or materials, which will become part of the product you sell, from suppliers without paying taxes. It requires you to charge sales tax to your customers, which you are responsible for remitting to the state. You will have to pay penalties if it is found that you should have been taxing your products and now owe back taxes to the state. For information on sales tax issues, contact your state's government.

## FEDERAL INCOME TAX

Like the state income tax, the method of paying federal income taxes depends upon your legal form of business.

**Sole Proprietorship:** You must file IRS Federal Form Schedule C along with your personal Federal Income Tax return (Form 1040) and any other applicable forms pertaining to gains or losses in your business activity.

**Partnership:** You must file a Federal Partnership return (Form 1065). This is merely informational to show gross and net earnings of profit and loss. Also, each partner must report his share of partnership earnings on his individual Form 1040 based on the information from the K-1 filed with the Form 1065.

**Corporation:** You must file a Federal Corporation Income Tax return (Form 1120). You will also be required to report your earnings from the corporation including salary and other income such as dividends on your personal federal income tax return (Form 1040).

## FEDERAL PAYROLL TAX

**Federal Withholding Tax:** Any business employing a person must register with the IRS and acquire an EIN and pay federal withholding tax at least quarterly. File Form SS-4 with the IRS to obtain your number and required tax forms. Call 800-829-3676 or 800-829-1040 if you have questions.

## IRS WEB PRODUCTS FOR SMALL BUSINESSES

For the most timely and up-to-date tax information, go to [www.irs.gov/businesses/small/index.html](http://www.irs.gov/businesses/small/index.html).

## VIRTUAL SMALL BUSINESS WORKSHOP

[www.tax.gov/virtualworkshop/](http://www.tax.gov/virtualworkshop/)

The Virtual Small Business Tax Workshop is the first of a series of video products designed exclusively for small business taxpayers. This workshop helps business owners understand federal tax obligations. The Virtual Small Business Workshop is available on CD [www.irs.gov/businesses/small/article/0,,id=101169,00.html](http://www.irs.gov/businesses/small/article/0,,id=101169,00.html) and online [www.irsvideos.gov/virtualworkshop/](http://www.irsvideos.gov/virtualworkshop/) if you are unable to attend a workshop in person. Small business workshops are designed to help the small business owner understand and fulfill their federal tax responsibilities. Workshops are sponsored and presented by IRS partners who are federal tax specialists.

Workshop topics vary from a general overview of taxes to more specific topics such as recordkeeping and retirement plans. Although most are free, some workshops have fees associated with them. Fees for a workshop are charged by the sponsoring organization, not the IRS.

The IRS's **Virtual Small Business Tax Workshop** is an interactive resource to help small business owners learn about their federal tax rights and responsibilities. This educational product, available online and on CD, consists of nine stand-alone lessons that can be selected and viewed in any sequence. A bookmark feature makes it possible to leave and return to a specific point within the lesson. Users also have access to a list of useful online references that enhance the learning experience by allowing them to view references and the video lessons simultaneously.

Tax Calendar for Small Businesses and Self-Employed (Publication 1518) [www.irs.gov/businesses/small/article/0,,id=176080,00.html](http://www.irs.gov/businesses/small/article/0,,id=176080,00.html)

The Tax Calendar for Small Businesses and Self-Employed contains useful information on general business taxes, IRS and SSA customer assistance, electronic filing and paying options, retirement plans, business publications and forms, common tax filing dates, and federal legal holidays.

## SOCIAL SECURITY CARDS

All employees must have a social security card. It must be signed by its owner, and you should always ask to see and personally record the social security number. Failure to do so may cause your employee to lose benefits and considerable trouble for yourself in back tracking to uncover the error.

Each payday, your employees must receive a statement from you telling them what deductions were made and how many dollars were taken out for each legal purpose. This can be presented in a variety of ways, including on the check as a detachable portion or in the form of an envelope with the items printed and spaces for dollar deductions to be filled in.

## EMPLOYEE CONSIDERATIONS Taxes

If you have any employees, including officers of a corporation but not the sole proprietor or partners, you must make periodic payments towards, and/or file quarterly reports about payroll taxes and other mandatory deductions. You may contact (for information, assistance and forms.)

**Social Security Administration**  
800-772-1213  
[www.ssa.gov](http://www.ssa.gov)

**Federal Withholding**  
U.S. Internal Revenue Service  
800-829-1040  
[www.irs.gov](http://www.irs.gov)

## Social Security's Business Services Online

The Social Security Administration now provides free electronic services online at [www.socialsecurity.gov/employer/](http://www.socialsecurity.gov/employer/). Once registered for Business Services Online, business owners or their authorized representative can:

- file W-2s online; and
- verify Social Security Numbers through the Social Security Number Verification Service, used for all employees prior to preparing and submitting Forms W-2.



## Health Insurance

Compare plans in your area at [www.healthcare.gov](http://www.healthcare.gov).

## Employee Insurance

If you hire employees you may be required to provide unemployment or workers' compensation insurance.

## Unemployment Insurance

The Federal-State Unemployment Insurance Program protects workers who lose their jobs through no fault of their own. The funds to pay workers who are covered under this type of insurance are accumulated from taxes on the wages of employees

during their employment. Eligibility for unemployment insurance, benefit amounts, and the length of time benefits are available are determined by the State law under which unemployment insurance claims are established.

Both state and federal unemployment taxes are paid by employers. No deductions can be made from an employee's wages to cover these taxes. Additional information can be found in the Employer Handbook - New Jersey's Unemployment & Disability Insurance Programs, available at: [http://lwd.dol.state.nj.us/labor/forms\\_pdfs/employer/B-426\\_2010\\_Emplr\\_Hndbk.pdf](http://lwd.dol.state.nj.us/labor/forms_pdfs/employer/B-426_2010_Emplr_Hndbk.pdf) or contact:

## NJ Department of Labor and Workforce Development

Division of Employer Accounts  
P.O. Box 913  
Trenton, NJ 08625-0913  
609-633-6400

## Workers Compensation

The NJ Workers' Compensation Law requires that all employers operating in New Jersey provide for the payment of obligations to injured employees or to dependents of deceased employees. Provision for such payment may be made in one of two ways: Workers' Compensation Insurance Policy written by a mutual or stock carrier authorized to write risk in New Jersey; or Self

## SUCCESS STORY

### Sea Box, Inc. – Jim Brennan

continued from page 11

Robert A. Farber, Esq., Sea Box's Director of Contracts/Counsel reached out to SBA's Procurement Center Representative (PCR) Rick Sacidor.

According to SBA's New Jersey District Director, Alfred J. Titone, a PCR is responsible for increasing the small business share of federal procurement awards by initiating small business set-asides, reserving procurements for competition among small business firms; providing small business sources to federal buying activities; and counseling small firms. In addition, PCRs, advocate for the breakout of items for full and open competition to affect savings to the federal government. "Our strength is advocating on behalf of small businesses like Sea Box," said Titone. "Here is a situation where the SBA helped a small business gain access to contracting opportunities through the federal government."

Sacidor collaborated with personnel from the Defense Logistics Agency/Defense Personnel Support Center in Philadelphia (newly renamed "DLA Troop Support") and convinced them to reclassify the cargo storage container from a sole source item to a brand name or equal description. This allowed Sea Box to compete for contracts that previously went to a large company. The end result is that the company is competing and winning many of the bids on these contracts. More recently, Sacidor convinced DLA to include a partial small business set-aside on an anticipated long-term and high-valued requirements-contract acquisition.

"The assistance that we received from Rick Sacidor of the SBA, as well as from DLA, has been invaluable," said Brennan. "We appreciate the extra effort that has allowed Sea Box to now compete for government contracts from the federal government."

From its humble beginnings in 1983 with Brennan as its sole employee, the company today has more than 184 employees and more

than \$105 million in annual sales. Recently, Brennan and Sea Box were named to the SBA 100, an honor reserved for 100 small business owners who have created at least 100 jobs since receiving SBA assistance.

Sea Box, Inc. has transformed ordinary 20' and 40' shipping containers into shelters for military personnel, power generating stations, large computer data centers, tool and machine shops, research labs, refrigerated containers, laundry rooms, latrines and even a control room for unmanned aircraft.

"You name it and we can customize it," said Brennan. "We have 12 engineers and another 34 employees in a machine shop called The Inventors Shop, where we customize our parts. We are that flexible, that we can do things in a minutes' notice."

The company is producing 4,000 to 5,000 containers a year between its Cinnaminson and Hillsborough (NJ) facilities. In addition to working with all branches of the military, Sea Box's private sector customers include Dell, Lockheed Martin Corp., Northrop Grumman Corp. and Raytheon Company. Sea Box is also looking at FEMA as a possible customer for emergency housing units for the many natural disasters that occur throughout the year.

"It is definitely a market we are looking into," said Brennan. "Utilizing ISO shipping containers allows us to build shelters and transport them quickly and efficiently by land or sea to the required destination. Once on-site, these shelters can be rapidly fitted out using unskilled labor and connected to local power supplies. In addition to being easily handled and transported, they offer high insulation values and require minimal modification to the container."

In 2008, Sea Box competed in a design competition, sponsored by the New York City Department of Emergency Management. Sea Box competed under the Multiple Housing

Unit category using containers. They won the competition, while competing against 117 architects. "We designed a 16 unit two-story complex, which can be assembled in 36 hours," said Brennan. "We're talking completely furnished and with toilet facilities." And things just keep getting better for Brennan and his employees. In 2010, Brennan completed the purchase of a 378,000 square foot facility located on 51 acres in Cinnaminson, New Jersey. This facility has become the new world headquarters for Sea Box, Inc. In fact, Brennan's new office is – you guessed it – a container suspended from the second floor.

The building has over 330,000 square feet of manufacturing space, 18,000 square feet of warehousing, and 30,000 square feet of office space. The property also offers a rail spur for additional logistical capability. The site has over 20 acres available (plus another 20 acres available for future development) for storage of 20 ft. and 40 ft. ISO containers utilized in its custom modification efforts as well as its growing rental fleet.

"This relocation was necessary due to the unprecedented growth of the company in the last few years," said Brennan. "The move will enable Sea Box, Inc. to further develop our distinction as the country's leading provider of ISO containers to the U.S. military. Significant quantities of Sea Box's containers and modified containers, from simple to complex, have continuously supported our military's missions in Afghanistan, the Middle East and Europe – and indeed, throughout the world, as well as right here at home. Its new facility will not only make that job easier and faster, but at the same time will be providing additional employment opportunities when they're needed most."

When asked if he could imagine all the success that Sea Box has enjoyed, Brennan smiled and replied, "I am just happy to have a job." A job where he can think outside the box.

Insurance through application to and approval by the Commissioner of the Department of Banking & Insurance.

**Corporations** – All corporations operating in NJ must obtain WC insurance or be approved for self-insurance as long as any one or more individuals, including corporate officers, receives compensation for services to the corporation. There is no minimum payroll or single-officer exemption.

**Partnerships/LLC's** – All partnerships and Limited Liability Companies (LLC's) operating in NJ must obtain WC insurance or be approved for self-insurance as long as any one or more individuals, excluding partners or members of the LLC, receives compensation for service. There are no exclusions for family members or minimum payroll.

**Sole Proprietorship** – All sole proprietorships operating in NJ must obtain WC insurance or be approved for self-insurance as long as any one or more individuals, excluding the business owner, receives compensation for service. There are no exclusions for family members or minimum payroll. For additional information contact:

**NJ Department of Labor and Workforce Development**

Division of Workers' Compensation  
John Fitch Plaza, P.O. Box 381  
Trenton, NJ 08625-0381  
609-292-2515  
[http://lwd.dol.state.nj.us/labor/wc/wc\\_index.html](http://lwd.dol.state.nj.us/labor/wc/wc_index.html)

## WORKPLACE DISABILITY PROGRAMS

Americans with Disabilities Act (ADA): For assistance with the ADA, call 800-669-3362 or visit [www.ada.gov](http://www.ada.gov).

## U.S. CITIZENSHIP AND IMMIGRATION SERVICES

The Federal Immigration Reform and Control Act of 1986 requires employers to verify employment eligibility of new employees. The law obligates an employer to process Employment Eligibility Verification Form I-9. The U.S. Citizenship and Immigration Services Office of Business Liaison offers a selection of information bulletins and live assistance through the Employer Hotline. For forms call 800-870-3676, for the Employer Hotline call 800-357-2099.

### E-Verify: Employment Eligibility Verification

E-Verify, operated by the Department of Homeland Security in partnership with the Social Security Administration, is the best--and quickest--way for

employers to determine the employment eligibility of new hires. It is a safe, simple, and secure Internet-based system that electronically verifies the Social Security number and employment eligibility information reported on Form I-9. E-Verify is voluntary in most states and there is no charge to use it.

If you are an employer or employee and would like more information about the E-Verify program, please visit [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify) or contact our Customer Support staff: 1-888-464-4218 Monday – Friday 8 am – 5 pm.  
E-mail: [e-verify@dhs.gov](mailto:e-verify@dhs.gov)

## SAFETY & HEALTH REGULATIONS

All businesses with employees are required to comply with state and federal regulations regarding the protection of employees. The Occupational Safety and Health Administration outlines specific health and safety standards adopted by the U.S. Department of Labor.

The OSHA Office of Small Business Assistance publishes a Small Business Handbook, which is available online at: <http://www.osha.gov/publications/small-business/small-business.html>.

The OSHA Office of Small Business Assistance can be contacted by telephone at 202-693-2200 or by writing to: Director, Office of Small Business Assistance, 200 Constitution Ave., N.W., Rm. N-, 3660, Washington, D.C. 20210. OSHA Area Offices are located in New Jersey at the following locations:

**U.S. Department of Labor Occupational Safety and Health Administration**

1030 St. Georges Ave., Plaza 35, Ste. 205  
Avenel, NJ 07001  
732-750-3270

500 Rte. 17 S., 2nd Fl.  
Hasbrouck Heights, NJ 07604  
201-288-1700

Marlton Executive Park, Bldg. 2  
701 Rte. 73 S., Ste. 120  
Marlton, NJ 08053  
856-596-5200

299 Cherry Hill Rd., Ste. 103  
Parsippany, NJ 07054  
973-263-1003

### New Jersey Division of Public Safety & Occupational Safety & Health

Using a free consultation service largely funded by OSHA, employers can find out about potential hazards at their worksites, improve their occupational safety and health management

systems, and even qualify for a one-year exemption from routine OSHA inspections.

The service is delivered on-site by the NJ Department of Labor using well-trained professional staff, though limited services away from the worksite are available. Primarily targeted for smaller businesses, this safety and health consultation program is completely separate from the OSHA inspection effort. In addition, no citations are issued or penalties proposed. For additional information, contact:

**New Jersey Department of Labor and Workforce Development**

Division of Public Safety & Occupational Safety & Health  
1 John Finch Plaza/P.O. Box 110  
Trenton, NJ 08625-0110  
609-984-0785  
[http://lwd.state.nj.us/labor/lse/employer/Occupational\\_Safety\\_and\\_Health\\_Onsite\\_Consultation\\_Program.html](http://lwd.state.nj.us/labor/lse/employer/Occupational_Safety_and_Health_Onsite_Consultation_Program.html)

### Hazardous Substance Compliance

Use of hazardous substances in businesses is highly regulated and there are heavy fines for non-compliance.

The New Jersey Department of Environmental Protection (NJDEP) Small Business Assistance Program (SBAP) provides compliance assistance for businesses regarding air, water, land uses, solid waste and hazardous materials, and helps small businesses deal with specific technical, administrative and compliance problems. For additional information, visit the NJDEP website at: [www.state.nj.us/dep](http://www.state.nj.us/dep) or contact:

**NJ Department of Environmental Protection**

Small Business Assistance Program  
Environmental Regulation  
22 S. Clinton Ave./P.O. Box 443  
Trenton, NJ 08625-0443  
877-753-1151 or 609-777-0518

## BUILDING CODES, PERMITS AND ZONING

It is important to consider zoning regulations when choosing a site for your business. You may not be permitted to conduct business out of your home or engage in industrial activity in a retail district. Contact the business license office in the city or town where the business is located.

## BAR CODING

Many stores require bar coding on packaged products. Many industrial and manufacturing companies use bar coding to identify items they receive and ship. There are several companies that

can assist businesses with bar-coding needs. You may want to talk with an SBDC, SCORE or WBC counselor for more information.

## Federal Registration of Trademarks and Copyrights

Trademarks or service marks are words, phrases, symbols, designs or combinations thereof that identify and distinguish the source of goods. Trademarks may be registered at both the state and federal level. To register a federal trademark, contact:

### U.S. Patent and Trademark Office:

P.O. Box 1450  
Alexandria, VA 22313-1450  
800-786-9199  
www.uspto.gov/

**Trademark Information Hotline**  
703-308-9000

## STATE REGISTRATION OF A TRADEMARK

Trademarks and service marks may be registered in a state.

**New Jersey Division of Revenue**  
609-292-9292

**Caution:** Federally registered trademarks may conflict with and supersede state registered business and product names.

### Patents

A patent is the grant of a property right to the inventor by the U.S. Patent and Trademark Office. It provides the owner with the right to exclude others from making, using, offering for sale or selling the patented item in the United States.

Additional information is provided in the publications, General Information Concerning Patents and other

publications distributed through the U.S. Patent and Trademark Office. For more information, contact the:  
**U.S. Patent and Trademark Office**  
800-786-9199 • www.uspto.gov

### Copyrights

Copyrights protect original works of authorship including literary, dramatic, musical and artistic, and certain other intellectual works. Copyright does not protect facts, ideas and systems, although it may protect the way these things are expressed. For general information contact:

### U.S. Copyright Office

U.S. Library of Congress  
James Madison Memorial Building  
Washington, DC 20559  
202-707-9100 - Order Line  
202-707-3000 - Information Line  
www.copyright.gov

## BUSINESS ORGANIZATION: Choosing Your Business Structure

There are many forms of legal structure you may choose for your business. Each legal structure offers organizational options with different tax and liability issues. We suggest you research each legal structure thoroughly and consult a tax accountant and/or attorney prior to making your decision.

The most common organizational structures are sole proprietorships, general and limited partnerships, “C” and “S” corporations and limited liability companies.

If you’re uncertain which business format is right for you, you should discuss options with a business counselor or attorney.

### Sole Proprietorship

One person operating a business as an individual is a sole proprietorship. It’s the most common form of business organization. Profits are taxed as income to the owner personally. The personal tax rate is usually lower than the corporate tax rate. The owner has complete control of the business, but faces unlimited liability for its debts. There is very little government regulation or reporting required with this business structure.

### General Partnership

A partnership exists when two or more persons join together in the operation and management of a business. Partnerships are subject to relatively little regulation and are fairly

easy to establish. A formal partnership agreement is recommended to address potential conflicts such as: who will be responsible for performing each task; what, if any, consultation is needed between partners before major decisions, and what happens when a partner dies. Under a general partnership each partner is liable for all debts of the business. Profits are taxed as income to the partners based on their ownership percentage.

### Limited Partnership

Like a general partnership, a limited partnership is established by an agreement between two or more persons. However, there are two types of partners.

- A general partner has greater control in some aspects of the partnership. For example, only a general partner can decide to dissolve the partnership. General partners have no limits on the dividends they can receive from profit so they incur unlimited liability.
- Limited partners can only receive a share of profits based on the proportional amount on their investment, and liability is similarly limited in proportion to their investment.

### “C” Corporation

A “C” corporation is a legal entity created under state law by the filing of articles of incorporation. A corporation is a separate entity having its own rights, privileges and liabilities, apart from those of the individual(s) forming

the corporation. It’s the most complex form of business organization and is comprised of shareholders, directors and officers. Since the corporation is a separate legal entity in its own right it can own assets, borrow money and perform business functions without directly involving the owners. Corporations are subject to more government regulation and offer the owners the advantage of limited liability, but not total protection from lawsuits.

### Subchapter “S” Corporation

Subchapter “S” references a special part of the Internal Revenue Code that permits a corporation to be taxed as a partnership or sole proprietorship, with profits taxed at the individual, rather than the corporate rate. A business must meet certain requirements for Subchapter “S” status. Contact the IRS for more information.

### LLCs and LLPs

The limited liability company is a relatively new business form. It combines selected corporate and partnership characteristics while still maintaining status as a legal entity distinct from its owners. As a separate entity it can acquire assets, incur liabilities and conduct business. It limits liability for the owners. The limited liability partnership is similar to the LLC, but it is for professional organizations.



# OTHER ASSISTANCE

## OTHER SOURCES OF ASSISTANCE

### County Economic Development Organizations

Economic development organizations offer a wide array of programs and services for new businesses as well as for companies in need of expansion or relocation assistance. Typical services provided by these organizations include site location, tax incentives and loan packages. For more information contact the economic development organization in the geographic area of your interest.

**ATLANTIC COUNTY DEPARTMENT OF REGIONAL PLANNING AND DEVELOPMENT**  
Rte. 9 and Dolphin Ave./P.O. Box 719  
Northfield, NJ 08225  
609-645-5898  
[www.aclink.org/planning](http://www.aclink.org/planning)

**BERGEN COUNTY DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT**  
One Bergen County Plaza, 4th Fl.  
Hackensack, NJ 07601  
201-336-6446  
[www.co.bergen.nj.us/departments/planning](http://www.co.bergen.nj.us/departments/planning)

**BURLINGTON COUNTY ECONOMIC DEVELOPMENT AND REGIONAL PLANNING**  
50 Rancocas Rd./P.O. Box 6000  
Mount Holly, NJ 08060  
609-265-5055  
[www.co.burlinton.nj.us/Pages/pages.aspx?cid=560](http://www.co.burlinton.nj.us/Pages/pages.aspx?cid=560)

**CAMDEN COUNTY IMPROVEMENT AUTHORITY**  
1909 Rte. 70 E., Ste. 300  
Cherry Hill, NJ 08003  
856-751-2242  
[www.business.camdencounty.com/AboutCC/a.aspx](http://www.business.camdencounty.com/AboutCC/a.aspx)

**CAPE MAY COUNTY OFFICE OF ECONOMIC RESOURCES AND CAPITAL PLANNING**  
County Administration Bldg.  
4 Moore Rd., DN132  
Cape May Court House, NJ 08210  
609-465-6875  
[www.capemaycounty.gov.net](http://www.capemaycounty.gov.net)

**CUMBERLAND COUNTY DEPARTMENT OF PLANNING AND DEVELOPMENT**  
790 E. Commerce St.  
Bridgeton, NJ 08302  
856-453-2175  
[www.co.cumberland.nj.us/govtserv/departments/planning](http://www.co.cumberland.nj.us/govtserv/departments/planning)

**ESSEX COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT, TRAINING AND EMPLOYMENT**  
50 S. Clinton St., Ste. 5400  
East Orange, NJ 07018  
973-395-8400  
[www.essex-countynj.org](http://www.essex-countynj.org)

**GLOUCESTER COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT**  
115 Budd Blvd. & Rte. 45  
West Deptford, NJ 08096  
856-384-6930  
[www.co.gloucester.nj.us/Government/Departments/EconomicDev/mainnew.cfm](http://www.co.gloucester.nj.us/Government/Departments/EconomicDev/mainnew.cfm)

**HUDSON COUNTY ECONOMIC DEVELOPMENT CORP.**  
County Plaza  
257 Cornelison Ave., 7th Fl.  
Jersey City, NJ 07302  
201-369-4370  
[www.hudsonedc.org](http://www.hudsonedc.org)

**HUNTERDON COUNTY ADMINISTRATOR**  
71 Main St., Bldg. 1, 1st Fl./P.O. Box 2900  
Flemington, NJ 08822-2900  
908-788-1104  
[www.co.hunterdon.nj.us/administrator.htm](http://www.co.hunterdon.nj.us/administrator.htm)

**MERCER COUNTY OFFICE OF ECONOMIC OPPORTUNITY**  
Mercer County Administration Bldg.  
640 S. Broad St.  
Trenton, NJ 08650  
609-989-6555  
<http://nj.gov/counties/mercerc/business/economic/index.html>

**MIDDLESEX COUNTY OFFICE OF ECONOMIC DEVELOPMENT**  
JFK Square  
P.O. Box 871  
New Brunswick, NJ 08901  
732-745-3433  
[www.co.middlesex.nj.us/economicdevelopment/index.asp](http://www.co.middlesex.nj.us/economicdevelopment/index.asp)

**MONMOUTH COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**  
Hall of Records Annex  
1 E. Main St.  
Freehold, NJ 07728  
732-431-7470  
[www.visitmonmouth.com/econdev/index.asp](http://www.visitmonmouth.com/econdev/index.asp)

**MORRIS COUNTY ECONOMIC DEVELOPMENT CORPORATION**  
30 Schuyler Place/P.O. Box 900  
Morristown, NJ 07963  
973-539-8270  
[www.morriscountyedc.org](http://www.morriscountyedc.org)

**OCEAN COUNTY DEPARTMENT OF PLANNING**  
129 Hooper Ave./P.O. Box 2191  
Toms River, NJ 08754-2191  
732-929-2054  
[www.planning.co.ocean.nj.us](http://www.planning.co.ocean.nj.us)

**PASSAIC COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT**  
930 Riverview Dr., Ste. 250  
Totowa, NJ 07512  
973-569-4720  
[www.passaiccountynj.org/Departments/departments.htm](http://www.passaiccountynj.org/Departments/departments.htm)

**SALEM COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT**  
c/o Salem County Improvement Authority  
Office  
199 E. Broadway, Lower Level  
Salem, NJ 08079  
856-279-2182  
[www.salemcountynj.gov](http://www.salemcountynj.gov)

**SOMERSET COUNTY BUSINESS PARTNERSHIP**  
360 Grove St. at Rte. 22 E./P.O. Box 833  
Somerville, NJ 08876-0833  
908-218-4300  
[www.somersetbusinesspartnership.com](http://www.somersetbusinesspartnership.com)

**SUSSEX COUNTY ECONOMIC DEVELOPMENT PARTNERSHIP, INC.**  
120 Hampton House Rd.  
Newton, NJ 07860  
973-300-1988  
[www.sussexcountychamber.org/scedp.asp](http://www.sussexcountychamber.org/scedp.asp)

**UNION COUNTY UCEDC LIBERTY HALL CENTER**  
1085 Morris Ave., 5th Fl.  
Union, NJ 07083  
908-527-1166  
[www.ucedc.com](http://www.ucedc.com)

**WARREN COUNTY ECONOMIC DEVELOPMENT**  
c/o Warren County Regional Chamber of Commerce  
10 Brass Castle Rd.  
Washington, NJ 07882  
908-835-9200  
[www.warrencountychamber.org](http://www.warrencountychamber.org)

### Chamber of Commerce Resource Centers

An SBA Chamber of Commerce Resource Center serves as a central location where the local small business community may obtain information and publications on the programs and services of the SBA. Some SBA Resource Centers provide space for SCORE and SBDC counseling services and/or cosponsor business education training programs.

**ATLANTIC COUNTY GREATER ATLANTIC CITY CHAMBER**  
The Garage at Gordon's Alley  
12 South Virginia Ave.  
Atlantic City, NJ 08401  
609-345-4524  
[www.atlanticcitychamber.co](http://www.atlanticcitychamber.co)

**BERGEN COUNTY COMMERCE AND INDUSTRY ASSOCIATION OF NEW JERSEY**  
South 61 Paramus Rd.  
Paramus, NJ 07652  
201-368-2100  
[www.cianj.org](http://www.cianj.org)

**HACKENSACK REGIONAL CHAMBER OF COMMERCE**  
5 University Plaza Dr.  
Hackensack, NJ 07601  
201-489-3700  
[www.hackensackchamber.org](http://www.hackensackchamber.org)

**MEADOWLANDS REGIONAL CHAMBER OF COMMERCE**  
201 Rte. 17 N.  
Rutherford, NJ 07070  
201-939-0707  
[www.meadowlands.org/mrcr](http://www.meadowlands.org/mrcr)

**MAHWAH REGIONAL CHAMBER OF COMMERCE**  
65 Ramapo Valley Rd., Ste. 211  
Mahwah, NJ 07430  
201-529-5566  
[www.mahwah.com](http://www.mahwah.com)

**BURLINGTON COUNTY BURLINGTON COUNTY CHAMBER OF COMMERCE**  
100 Technology Way, Ste. 110  
Mount Laurel, NJ 08054  
856-439-2520  
[www.bccoc.com](http://www.bccoc.com)

**CAMDEN COUNTY CHERRY HILL REGIONAL CHAMBER OF COMMERCE**  
1060 Kings Hwy. N., Ste. 200  
Cherry Hill, NJ 08034  
856-667-1600  
[www.cherryhillregional.com](http://www.cherryhillregional.com)

**CHAMBER OF COMMERCE SOUTHERN NEW JERSEY**  
Piazza 6014 at Main St.  
Voorhees, NJ 08043  
856-424-7776  
[www.chambersnj.com](http://www.chambersnj.com)

**CAPE MAY COUNTY CAPE MAY COUNTY CHAMBER OF COMMERCE**  
13 Crest Haven Rd./P.O. Box 74  
Cape May Courthouse, NJ 08210  
609-465-7181  
[www.capemaycountychamber.com](http://www.capemaycountychamber.com)

**OCEAN CITY REGIONAL CHAMBER OF COMMERCE**  
16 E. 9th St.  
Ocean City, NJ 08226  
609-399-1412  
[www.oceancitychamber.com](http://www.oceancitychamber.com)

**GREATER WILDWOOD CHAMBER OF COMMERCE**  
3306 Pacific Ave.  
Wildwood, NJ 08260  
609-729-4000  
[www.gwcoc.org](http://www.gwcoc.org)

**CUMBERLAND COUNTY GREATER VINELAND CHAMBER OF COMMERCE**  
2115 S. Delsea Dr.  
Vineland, NJ 08360  
856-691-7400  
[www.vinelandchamber.org](http://www.vinelandchamber.org)

**GREATER MILLVILLE CHAMBER OF COMMERCE**  
4 City Park Dr.  
Millville, NJ 08332  
856-825-2600  
[www.millville-nj.com](http://www.millville-nj.com)

# OTHER ASSISTANCE

## ESSEX COUNTY NEWARK REGIONAL BUSINESS PARTNERSHIP

The National Newark Bldg.  
744 Broad St., 26th Fl.  
Newark, NJ 07102  
973-522-0099  
www.rbp.org

## NORTH ESSEX CHAMBER OF COMMERCE

3 Fairfield Ave.  
West Caldwell, NJ 07006  
973-226-5500  
www.northessexchamber.com

## PORTUGUESE AMERICAN CHAMBER OF COMMERCE OF NJ

76 Prospect St.  
Newark, NJ 07105  
973-491-5200  
www.pacnj.org

## IRVINGTON CHAMBER OF COMMERCE

P.O. Box 323  
Irvington, NJ 07111  
973-676-8725  
www.irvington-nj.com/ICC.html

## GLOUCESTER COUNTY WASHINGTON TOWNSHIP CHAMBER OF COMMERCE

5001 Rte. 42, Ste. C  
Turnersville, NJ 08012  
856-227-1776  
www.washingtontownshipchamber.org

## GLOUCESTER COUNTY CHAMBER OF COMMERCE

28 N. Main St.  
Glassboro, NJ 08028  
856-881-6560  
www.gloucestercountychamber.com

## HUDSON COUNTY HUDSON COUNTY CHAMBER OF COMMERCE

857 Bergen Ave., 3rd Fl.  
Jersey City, NJ 07306  
201-386-0699  
www.hudsonchamber.org

## HUNTERDON COUNTY HUNTERDON COUNTY CHAMBER OF COMMERCE

The Century Link Bldg.  
14 Mine St., 2nd Fl.  
Flemington, NJ 08822  
908-782-7115  
www.hunterdon-chamber.org

## MERCER COUNTY MERCER REGIONAL CHAMBER OF COMMERCE

1A Quakerbridge Plaza Dr., Ste. 2  
Mercerville, NJ 08619  
609-689-9960  
www.mercerchamber.org

## NEW JERSEY STATE CHAMBER OF COMMERCE

216 W. State St.  
Trenton, NJ 08608  
609-989-7888  
www.njchamber.com

## PRINCETON REGIONAL CHAMBER OF COMMERCE

9 Vandeventer Ave.  
Princeton, NJ 08542  
609-924-1776  
www.princetonchamber.org

## METROPOLITAN TRENTON AFRICAN AMERICAN CHAMBER OF COMMERCE

485 Hamilton Ave.  
Trenton, NJ 08609  
609-393-5933  
www.mtaacc.org

## MIDDLESEX COUNTY MIDDLESEX COUNTY REGIONAL CHAMBER OF COMMERCE

109 Church St.  
New Brunswick, NJ 08901  
732-745-8090  
www.mcrcc.org

## WOODBIDGE METRO CHAMBER OF COMMERCE

52 Main St.  
Woodbridge, NJ 07095  
732-636-4040  
www.woodbridgechamber.org

## ASIAN INDIAN CHAMBER OF COMMERCE

33 Wood Ave., Ste. 672, 6th Fl.  
Iselin, NJ 08830  
732-777-4666  
www.aicc.net

## EAST BRUNSWICK REGIONAL CHAMBER OF COMMERCE

Raritan Valley YMCA  
144 Tices Ln.  
East Brunswick, NJ 08816  
732-257-3009  
www.ebchamber.org

## EDISON CHAMBER OF COMMERCE

336 Raritan Center Pkwy.  
Campus Plaza 6  
Edison, NJ 08837  
732-738-9482  
www.edisonchamber.com

## MONMOUTH COUNTY EASTERN MONMOUTH AREA CHAMBER OF COMMERCE

47 Reckless Place, Ste. A  
Red Bank, NJ 07701  
732-741-0055  
www.emacc.org

## SOUTHERN MONMOUTH CHAMBER OF COMMERCE

Colfax Plaza  
2510 Belmar Blvd., Ste. I-20  
Wall, NJ 07719  
732-280-8800  
www.southernmonmouthchamber.com

## GREATER MONMOUTH CHAMBER OF COMMERCE

Pinho Professional Center  
57 Schanck Rd., Ste. C-3  
Freehold, NJ 07728  
732-462-3030  
www.greatermonmouthchamber.com

## NORTHERN MONMOUTH CHAMBER OF COMMERCE

Airport Plaza Shopping Center  
1340 Hwy. 36, Ste. 22  
Hazlet, NJ 07730  
732-203-0340  
www.northernmonmouth.org

## MATAWAN - ABERDEEN CHAMBER OF COMMERCE

201 Broad St.  
Matawan, NJ 07747  
732-290-1125  
www.macocnj.com

## MORRIS COUNTY MORRIS COUNTY CHAMBER OF COMMERCE

325 Columbia Turnpike, Ste. 101  
Florham Park, NJ 07932  
973-539-3882  
www.morrischamber.org

## PARSIPPANY AREA CHAMBER OF COMMERCE

12-14 N. Beverwyck Rd.  
Lake Hiawatha, NJ 07034  
973-402-6400  
www.parsippanychamber.org

## OCEAN COUNTY BRICK TOWNSHIP CHAMBER OF COMMERCE

270 Chambers Bridge Rd., Ste. 6  
Brick, NJ 08723  
732-477-4949  
www.brickchamber.org

## LAKEWOOD CHAMBER OF COMMERCE

395 Rte. 70 W., Ste. 125  
Lakewood, NJ 08701  
732-363-0012  
www.mylakewoodchamber.com

## SOUTHERN OCEAN COUNTY CHAMBER OF COMMERCE

265 W. 9th St.  
Ship Bottom, NJ 08008  
609-494-7211  
www.discoversouthernocean.com

## TOMS RIVER-OCEAN COUNTY CHAMBER OF COMMERCE

1200 Hooper Ave.  
Toms River, NJ 08753  
732-349-0220  
www.oc-chamber.com

## PASSAIC COUNTY TRI-COUNTY CHAMBER OF COMMERCE

P.O. Box 2420  
Wayne, NJ 07474  
862-210-8328  
www.tricounty.org

## GREATER PATERSON CHAMBER OF COMMERCE

100 Hamilton Plaza, Ste. 1201  
Paterson, NJ 07505  
973-881-7300  
www.greaterpatersoncc.org

## NORTH JERSEY REGIONAL CHAMBER OF COMMERCE

1033 Rte. 46 E., Ste. A103  
Clifton, NJ 07013  
973-470-9300  
www.njrcc.org

## SALEM COUNTY SALEM COUNTY CHAMBER OF COMMERCE

Johnson Hall  
90 Market St./P.O. 71  
Salem, NJ 08079  
856-339-4427  
www.salemnjchamber.homestead.com

## SOMERSET COUNTY SOMERSET COUNTY BUSINESS PARTNERSHIP

360 Grove St. and Rte. 22 E.  
Bridgewater, NJ 08807  
908-218-4300 ext. 30  
www.scbp.org

## FRANKLIN TOWNSHIP CHAMBER OF COMMERCE

PNC Bank Bldg.  
675 Franklin Blvd.  
Somerset, NJ 08873  
732-545-7044  
www.franklinchamber.com

## SUSSEX COUNTY SUSSEX COUNTY CHAMBER OF COMMERCE

Chase Bldg.  
120 Hampton House Rd.  
Newton, NJ 07860  
973-579-1811  
www.sussexcountychamber.org

## UNION COUNTY SUBURBAN CHAMBER OF COMMERCE

71 Summit Ave.  
Summit, NJ 07901  
908-522-1700  
www.suburbanchambers.org

## GATEWAY REGIONAL CHAMBER OF COMMERCE

135 Jefferson Ave.  
Elizabeth, NJ 07207  
908-352-0900  
www.gatewaychamber.com

## UNION TOWNSHIP CHAMBER OF COMMERCE

355 Chestnut St., 2nd Fl.  
Union, NJ 07083  
908-688-2777  
www.unionchamber.com

## GREATER ELIZABETH CHAMBER OF COMMERCE

456 N. Broad St.  
Elizabeth, NJ 07208  
908-355-7600  
www.elizabethchamber.com

# OTHER ASSISTANCE

## WESTFIELD AREA CHAMBER OF COMMERCE

Bank of America  
173 Elm St., 3rd Fl.  
Westfield, NJ 07090  
908-233-3021  
[www.westfieldareachamber.com](http://www.westfieldareachamber.com)

## PLAINFIELD CHAMBER OF COMMERCE

320 Park Ave.  
Plainfield, NJ 07060  
908-757-5155  
[www.positivelyplainfield.org](http://www.positivelyplainfield.org)

## WARREN COUNTY

### WARREN COUNTY REGIONAL CHAMBER OF COMMERCE

475 Rte. 57 W.  
Washington, NJ 07882  
908-835-9200  
[www.warrencountychamber.org](http://www.warrencountychamber.org)

### PHILLIPSBURG AREA CHAMBER OF COMMERCE

314 S. Main St.  
Phillipsburg, NJ 08865  
610-739-1521  
[www.phillipsburgnj.com](http://www.phillipsburgnj.com)

## Other Resources

There are numerous federal, state, and local organizations and agencies that offer programs and services to assist small businesses. Among the most frequently utilized are:

### NEW JERSEY BUSINESS SERVICES CENTER

33 W. State St., 5th Fl.  
Trenton, NJ 08608  
609-292-9292  
[www.nj.gov/njbgs](http://www.nj.gov/njbgs)

### NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY

36 W. State St./P.O. Box 990  
Trenton, NJ 08625  
609-292-1800  
[www.njeda.com](http://www.njeda.com)

### ENTREPRENEURIAL TRAINING INITIATIVE (ETI)

NJ Economic Development Authority  
Managed By UCEDC  
Liberty Hall Center  
1085 Morris Ave., Ste. 531  
Union, NJ 07083  
908-527-1166  
[www.ucedc.com/business-ucedc-technical-assistance.php](http://www.ucedc.com/business-ucedc-technical-assistance.php)

### NEW JERSEY DEPARTMENT OF AGRICULTURE DIVISION OF MARKETING AND DEVELOPMENT

John Fitch Plaza/P.O. Box 330  
Trenton, NJ 08625  
609-292-5536  
[www.state.nj.us/agriculture/divisions/md](http://www.state.nj.us/agriculture/divisions/md)

### NEW JERSEY URBAN ENTERPRISE ZONE PROGRAM

Department of Community Affairs  
101 S. Broad St., 6th Fl./P.O. Box 822  
Trenton, NJ 08625  
609-292-1912  
[www.nj.gov/dca/affiliates/uez/index.shtml](http://www.nj.gov/dca/affiliates/uez/index.shtml)

### NEW JERSEY INSTITUTE OF TECHNOLOGY ENTERPRISE DEVELOPMENT CENTER

211 Warren St. (Main Office)  
Newark, NJ 07103  
973-643-4063  
[www.njit-edc.org](http://www.njit-edc.org)

### USDA/RURAL DEVELOPMENT BUSINESS AND COMMUNITY PROGRAMS

8000 Midlantic Dr., Ste. 500N  
Mount Laurel, NJ 08054  
856-787-7700  
[www.rurdev.usda.gov/nj/rbs.html](http://www.rurdev.usda.gov/nj/rbs.html)

### NEW JERSEY INSTITUTE OF TECHNOLOGY DEFENSE PROCUREMENT TECHNICAL ASSISTANCE CENTER

Fenster Hall, Rm. 490  
323 Martin Luther King Blvd.  
Newark, NJ 07102  
973-596-3105  
[www.njit.edu/dptac/](http://www.njit.edu/dptac/)

### UCEDC PROCUREMENT TECHNICAL ASSISTANCE PROGRAM

1085 Morris Ave., 5th Fl.  
Union, NJ 07083  
908-527-1166  
[www.ucedc.com/content/our-services-0](http://www.ucedc.com/content/our-services-0)

### NJ AIR SERVICES DEVELOPMENT OFFICE

Newark Liberty International Airport, Bldg. 80  
Newark, NJ 07114-3707  
973-961-4278  
[www.asdoonline.com/NJAPPS/NJ.htm](http://www.asdoonline.com/NJAPPS/NJ.htm)

### PA-NJ-DE MINORITY SUPPLIER DEVELOPMENT COUNCIL

42 S. 15th St., Ste. 1400  
Philadelphia, PA 19102  
215-569-1005 • 215-569-2667 Fax  
[www.msdc-panjde.org](http://www.msdc-panjde.org)  
New Jersey County Clerks' Offices

### ATLANTIC COUNTY CLERK'S OFFICE

5901 Main St.  
Mays Landing, NJ 08330  
609-641-7867 or 609-625-4011  
[www.atlanticcountyclerk.org](http://www.atlanticcountyclerk.org)

### BERGEN COUNTY CLERK'S OFFICE

One Bergen County Plaza  
Hackensack, NJ 07601  
201-336-7006  
[www.co.bergen.nj.us/countyclerk](http://www.co.bergen.nj.us/countyclerk)

### BURLINGTON COUNTY CLERK'S OFFICE

49 Rancocas Rd., 1st Fl./P.O. Box 6000  
Mount Holly, NJ 08060-6000  
609-265-5122  
[www.co.burlington.nj.us](http://www.co.burlington.nj.us)

### CAMDEN COUNTY CLERK'S OFFICE

Camden County Courthouse, Rm. 102  
520 Market St.  
Camden, NJ 08102  
856-225-5300  
[http://publicrecords.onlinesearches.com/NJ\\_Camden.htm](http://publicrecords.onlinesearches.com/NJ_Camden.htm)

### CAPE MAY COUNTY CLERK'S OFFICE

7 N. Main St. DN 109/P.O. Box 5000  
Cape May Court House, NJ 08210-5000  
609-465-1010  
[www.co.cape-may.nj.us](http://www.co.cape-may.nj.us)

### CUMBERLAND COUNTY CLERK'S OFFICE

Court House  
60 W. Broad St.  
Bridgeton, NJ 08302  
856-453-4860  
[www.co.cumberland.nj.us](http://www.co.cumberland.nj.us)

### ESSEX COUNTY CLERK'S OFFICE

Hall of Records, Rm. 247  
465 Dr. Martin Luther King Jr. Blvd.  
Newark, NJ 07102  
973-621-4921  
[www.essexclerk.com](http://www.essexclerk.com)

### GLOUCESTER COUNTY CLERK'S OFFICE

1 N. Broad St. 1st Fl., Rm. 104  
Woodbury, NJ 08096  
856-853-3237  
[www.co.gloucester.nj.us/Government/Departments/Clerk/Clerkhome.cfm](http://www.co.gloucester.nj.us/Government/Departments/Clerk/Clerkhome.cfm)

### HUDSON COUNTY CLERK'S OFFICE

Hudson County Plaza  
257 Cornelison Ave., 4th Fl.  
Jersey City, NJ 07302  
201-369-3470  
[www.hudsoncountyclerk.org](http://www.hudsoncountyclerk.org)

### HUNTERDON COUNTY CLERK'S OFFICE

Main Street County Complex  
71 Main St./P.O. Box 2900  
Flemington, NJ 08822-2900  
908-788-1221  
[www.co.hunterdon.nj.us/countyclerk.htm](http://www.co.hunterdon.nj.us/countyclerk.htm)

### MERCER COUNTY CLERK'S OFFICE

Old Court House  
209 S. Broad St., 1st Fl., Rm. 100  
Trenton, NJ 08650  
609-989-6464  
<http://nj.gov/counties/mercer/officials/clerk/>

### MIDDLESEX COUNTY CLERK'S OFFICE

Registry Division  
75 Bayard St., 4th Fl./P.O. Box 1110  
New Brunswick, NJ 08901-1110  
732-745-3005  
<http://co.middlesex.nj.us/countyclerk/index.asp>

### MONMOUTH COUNTY CLERK'S OFFICE

County Clerk Bldg.  
33 Mechanic St./P.O. Box 1251  
Freehold, NJ 07728-1251  
732-431-7324  
[www.visitmonmouth.com/countyclerk](http://www.visitmonmouth.com/countyclerk)

### MORRIS COUNTY CLERK'S OFFICE

Hall of Records Administration Bldg.  
Court St., 1st Fl./P.O. Box 315  
Morristown, NJ 07963-0315  
973-285-6130  
[www.morriscountyclerk.com](http://www.morriscountyclerk.com)

### OCEAN COUNTY CLERK'S OFFICE

Ocean County Courthouse  
118 Washington St.  
Toms River, NJ 08753  
732-929-2018  
[www.oceancountyclerk.com](http://www.oceancountyclerk.com)

### PASSAIC COUNTY CLERK'S OFFICE

Passaic County Administration Bldg.  
401 Grand St.  
Paterson, NJ 07505  
973-225-3632  
[www.passaiccountynj.org/CountyClerk/countyclerk.htm](http://www.passaiccountynj.org/CountyClerk/countyclerk.htm)

### SALEM COUNTY CLERK'S OFFICE

92 Market St.  
Salem, NJ 08079  
856-935-7510 ext. 8206  
[www.salemcountyclerk.gov](http://www.salemcountyclerk.gov)

### SOMERSET COUNTY CLERK'S OFFICE

20 Grove St./P.O. Box 3000  
Somerville, NJ 08876-1262  
908-231-7006  
[www.co.somerset.nj.us/clerk/index.htm](http://www.co.somerset.nj.us/clerk/index.htm)

### SUSSEX COUNTY CLERK'S OFFICE

Hall of Records  
83 Spring St., Ste. 304  
Newton, NJ 07860  
973-579-0900  
[www.sussexcountyclerk.com](http://www.sussexcountyclerk.com)

### UNION COUNTY CLERK'S OFFICE

Union County Courthouse  
2 Broad St., Rm. 115  
Elizabeth, NJ 07207  
908-527-4787  
[www.ucnj.org/government/county-clerk](http://www.ucnj.org/government/county-clerk)

### WARREN COUNTY CLERK'S OFFICE

Warren County Court House  
413 Second St.  
Belvidere, NJ 07823  
908-475-6211  
[www.co.warren.nj.us](http://www.co.warren.nj.us)



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